

SPF SIG INSTRUMENTS

Grant Management Reporting Tool



Prevention Management
Reporting and Training System

USER MANUAL

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Ph: 888.348.4248
Fax: 412.366.7199
DITICSupport@kitsolutions.net
KIT Solutions®, LLC
5700 Corporate Dr
Suite 530
Pittsburgh, PA 15237

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INTRODUCTION

What is the purpose of the SPF SIG MRT system?

The SPF SIG MRT system is a web-based system designed to help your organization or help you use SAMHSA's Strategic Prevention Framework (SPF). Each SPF step (Assessment, Capacity, Planning, Implementation, and Evaluation) is displayed as a link (or button) at the top of the page. Required Progress Reports will be submitted through SPF SIG MRT. You will work through each of these SPF steps to populate your quarterly Progress Report. In addition to submitting reports, you will be able to use SPF SIG MRT as a way to manage your grant.

TIPS FOR USING THE SYSTEM EFFECTIVELY

Recommended Computer Settings

Screen Resolution

You will get the best screen layout if you set your PC monitor settings to 1024 X 768 pixels or larger. If your screen resolution is smaller (800 X 600 pixels) everything on the screen will appear larger. If you use 800 X 600 pixels, you will have to scroll more both up and down and left and right to access all the data fields.

To change your PC monitor settings, right click on the Desktop background and select Properties. Next, click on the Settings tab and move the Screen Resolution scroll bar to the right (towards 'more') to select 1024 X 768 resolution. Click the OK button at the bottom of the window to make the change effective.

Web Browser

The web browser supported by SPF SIG MRT is Microsoft Internet Explorer (IE). Mozilla Firefox, Netscape, Safari and other browsers may not be supported by SPF SIG MRT. They may function but not to design specifications. We recommended users have the latest version of IE installed on their computer along with the updates provided by Microsoft (which are released periodically).

Pop-Up Blocker

Modern computer security technology and usability features development have lead to pop-up blocking. Although this new feature of internet browsers, toolbars, and other 3rd party managing software blocks hazardous and annoying pop-up, sites like SPF SIG MRT require pop-ups to be able to function. If your pop-up blocker is enabled, there is a possibility that SPF SIG MRT may not function or appear properly. You should either disable the pop-up blocker while using SPF SIG MRT (while remembering to enable it, if desired, when not in SPF SIG MRT) or create exceptions for the pop-up blocker. This is cumbersome but may be easier than making exceptions to the pop-up blocker.

To create exceptions for the pop-up blocker, open your Internet Explorer browser window. Once the browser is open click the toolbar options "Tools" and then go to "Internet Options". After the "Internet Options" window is available you will want to click on the "Privacy" tab at the top of the window. You will notice while on the "Privacy" tab, at the bottom will be a section on Pop-Up Blockers. If your "Block Pop-Ups" checkbox is checked, click on the "Settings" button. You can now add the SPF SIG MRT link to the "Allowed Sites" list which the pop-up blocker will ignore when trying to block pop-ups from SPF SIG MRT.

*Notes: These are instructions for Internet Explorer 7.0 and may be different for other Internet Explorer versions.

Application Navigating

SPF SIG MRT is set up in such a fashion that moving from top to bottom of each page and section to section on the Menu is the best approach to using the system. You must start at Assessment, filling in all of the information for that module (all pages and submenus), before moving on to Capacity and the other Menu items. Continuing in this manner will ensure that all of the forms in the systems have enough information to function correctly. If certain forms have not been completed you may have difficulty completing other forms. You also must save each form before moving onto the next form by clicking the  (Save) button located at the bottom of the form.

Computer Keys

While entering information into a form, several keys are helpful for moving the cursor from one information box (called a data field) to another. The table below summarizes those keys:

Key	Description	Function
	Mouse cursor	Points to desired location
	TAB key	Moves the cursor to the next data field
	SHIFT key + TAB key	Moves the cursor to the previous data field
	Control (CTRL) key	Enables blocked material to open (due to pop-up blocker)
	MOUSE	Moves the cursor by pointing and clicking

Entering data into SPF SIG MRT can be made easier by using the "TAB" key on the keyboard. The "TAB" key advances the cursor to the next data field. You can go from the current field to the previous field by holding "SHIFT" and pressing "TAB" (SHIFT + TAB). You can also navigate through the fields by using the mouse.

Menu Information

You can access the six (6) main areas by using the Menu or the links from the Home page. The Menu for SPF SIG MRT is located near the top of the screen. The Menu includes links to the six (6) main areas of SPF SIG MRT. Clicking on a link brings you to the corresponding page (called a Landing Page) which displays the submenu modules for that area as links to access the module. Once a module is selected from a Landing Page, the module's Listing Page will be available to add new data or modify existing data. (For more information on Landing Pages and Listing Pages, see the [Landing Pages](#) and [Listing Pages](#) sections of this manual.)

1. Menu Constant (unchanging). Available at all times.
2. Submenu Category Varies depending on which Menu link is selected.
3. Landing Page Varies depending on which Menu link is selected. Displays the Submenu.
4. Listing Page Varies depending on which Submenu category link is selected.

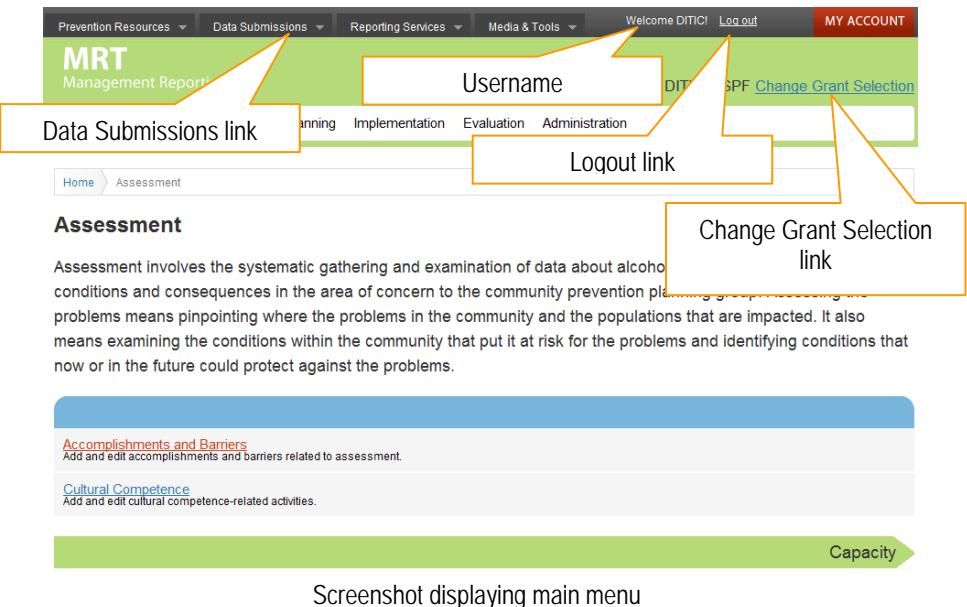
The screenshot shows the SPF SIG MRT interface. At the top, there is a green header bar with the text "MRT Management Reporting Tool" on the left and "Helen F SPF" on the right. Below the header is a navigation bar with links: Home, Assessment (which is highlighted in black), Capacity, Planning, Implementation, Evaluation, and Administration. Under the "Assessment" link, there is a breadcrumb trail: Home > Assessment. A callout box labeled "1. Menu" highlights the "Assessment" link in the navigation bar. Below the navigation bar, the main content area has a light gray background. It contains a section titled "Assessment" with a sub-section titled "Accomplishments and Barriers". A callout box labeled "2. Submenu Category" highlights the "Accomplishments and Barriers" link. Further down, there is another section titled "Cultural Competence". A callout box labeled "3. Landing Page" highlights the "Capacity" link in the footer of the main content area.

Screenshot displaying the Menu and a Landing Page

The screenshot shows a listing page for "Accomplishments and Barriers". At the top, there is a green header bar with the text "MRT Management Reporting Tool" on the left and "Helen F SPF" on the right. Below the header is a navigation bar with links: Home, Assessment (which is highlighted in black), Capacity, Planning, Implementation, Evaluation, and Administration. Under the "Assessment" link, there is a breadcrumb trail: Home > Assessment > Accomplishments and Barriers. A callout box labeled "4. Listing Page" highlights the "Accomplishments and Barriers Online Training Video" link in the footer of the main content area. The main content area has a white background and contains a table with columns: Name, Description, Type, and Reporting Period. There is one row in the table with the following data:

Name	Description	Type	Reporting Period
Identification of State/Tribe high need priorities	Barrier in uncovering all of the needs of the community due to language barriers with Spanish-speaking population. No Staff here that speak Spanish. However, this may be a capacity barrier.	Challenge/Barrier	

Sample screenshot displaying a Listing Page



Above the Menu provides links to [Logout](#) of the system or to [Change Grant Selection](#). The Grant is listed as well as the user currently logged into MRT SPF SIG.

Bread Crumb Trail

A Bread Crumb Trail is provided to indicate where you currently are in the system. The links provided in the Bread Crumb Trail allow you to go to the previous page you were on.



Accomplishments and Barriers

Use this section to enter information on any accomplishments and/or barriers that you experienced while performing activities related to Assessment. Each accomplishment or barrier will be listed in the table below. Use the table heading links to sort accomplishments/barriers by column. Click the Add Accomplishment/Barrier button to add a new record or click on the name that you've assigned to each accomplishment or barrier to edit or delete a record.

Name	Description	Type	Reporting Period
Identification of State/Tribe high need priorities	Barrier in uncovering all of the needs of the community due to language barriers. Spanish speaking population. No Staff here that speak Spanish. However, this may be a capacity barrier.	Challenge/Barrier	2010-1st Quarter (10/1/2009 - 12/31/2009)

Sample screenshot displaying a Bread Crumb Trail

Landing Pages

A Landing Page is the main page of each of the main sections, or modules (Assessment, Capacity, Planning, Implementation, Evaluation, and Administration) within SPF SIG MRT. The Landing Page contains the links for each module (Submenu category) within the section. No data is entered on a Landing Page.

MRT
Management Reporting Tool

Home Assessment Capacity Planning Implementation Evaluation Administration

Home > Assessment

Assessment

Assessment involves the systematic gathering and examination of data about alcohol and drug problems, related conditions and consequences in the area of concern to the community prevention planning group. Assessing the problems means pinpointing where the problems in the community and the populations that are impacted. It also means examining the conditions within the community that put it at risk for the problems and identifying conditions that now or in the future could protect against the problems.

Accomplishments and Barriers
Add and edit accomplishments and barriers related to assessment.

Cultural Competence
Add and edit cultural competence-related activities.

Capacity

Screenshot displaying a Landing Page

Listing Pages

A Listing Page is the main page of each module (Submenu category) within the main sections of SPF SIG MRT. A Listing Page contains either all data that have been entered for the module or a portion of the data that has been entered with links to view/edit the previously recorded data in its entirety. No data is entered on a Listing Page.

There are three types of Listing Pages:

1. Grid View
2. Hierarchy View
3. Single Form View

Grid View:

The Grid View displays the data in tables. Multiple data is entered and saved when a Grid View Listing Page is available. Specific pieces of data will be displayed within the grid based on the fields within the Edit Form (see the [Edit Forms](#) section of this manual for details on the Edit Form).

- An **Add** (Add) or **Create** (Create) button will be available above the grid to create multiple data entries (records).
- Clicking on a field name link located to the left within the grid will allow you to view/edit the data.

MRT
Management Reporting Tool

Home Assessment Capacity Planning Implementation Evaluation Administration

Helen F SPF

Home > Assessment > Accomplishments and Barriers

Accomplishments and Barriers Online Training Video

Accomplishments and Barriers

Use this section to enter accomplishments and/or barriers that you experienced while performing activities related to the assessment. Each accomplishment or barrier will be listed in the table below. Use the table heading links to sort a list of accomplishments/barriers by column. Click the Add Accomplishment/Barrier button to add a new record or click on the name that you've assigned to each accomplishment or barrier to edit it.

Add button

Add Accomplishment/Barrier

Category field

Name	Description	Type	Reporting Period
Identification of State/Tribe high need priorities	Barrier in uncovering all of the needs of the community. Who can help? Staff here. This may be a barrier.	Barrier	2010-1st Quarter (10/1/2009 - 12/31/2009)

Sample screenshot displaying a "Grid View" Listing Page

Tips

- Clicking on a field name in a Category field (e.g., **Name**) will allow you to sort through your data in ascending or descending order.
- If you are entering data for the first time, the grid will appear empty.

Hierarchy View:

A Hierarchical View is used when there is a 'Parent/Child' relationship. Looking at the example, it shows the parent (the Priority) and the child (the Indicator). The need to link a child (Indicator) to a parent (Priority) adds complexity to the process of adding and searching. The hierarchical view was designed to simplify these tasks.

The screenshot shows the 'Community Outcomes' section of the MRT tool. At the top, there's a navigation bar with 'Home', 'Assessment', 'Capacity', 'Planning', 'Implementation', 'Evaluation' (which is highlighted in dark blue), and 'Administration'. Below the navigation is a breadcrumb trail: 'Home > Evaluation > Community Outcomes'. The main content area is titled 'Community Outcomes' and contains instructions about assigning priorities and indicators to sub-recipients. It features a button labeled 'Assign Priority and Indicator'. Below this are two dropdown menus: 'Sub-recipient' set to 'Allegheny' and 'Priority' set to 'SA and MH Admissions'. A blue callout box highlights the 'SA and MH Admissions' entry in the priority dropdown. Underneath, a list of data sources is displayed, starting with '1. SA and MH Admissions' which has three sub-options: '1.1 Number of persons served by age, gender, race, and ethnicity (Add Data Source)', '1.1.1 American Drug and Alcohol Survey - Adults Admitted for MH and SA disorders - 05/2010 (Add Follow-Up Data)', and '1.1.1.1 American Drug and Alcohol Survey - Adults Admitted for MH and SA disorders - 05/2010 (Add Follow-Up Data)'.

Sample screenshot displaying a "Hierarchy View" Listing Page

Single Form View:

The Single Form View is used when the data entered is updated periodically. Only one (1) form is available and edited. The Single Form View displays the data fields on the Edit Form (see the [Edit Forms](#) section of this manual for details on the Edit Form).

- An (Edit) button will be available to modify the data.

The screenshot shows the 'Project Evaluation' section of the MRT tool. At the top, there's a navigation bar with 'Home', 'Assessment', 'Capacity', 'Planning', 'Implementation', 'Evaluation' (highlighted in dark blue), and 'Administration'. Below the navigation is a breadcrumb trail: 'Home > Evaluation > Project Evaluation'. On the right side of the page, there's a link 'Project Evaluation Online Training Video'. The main content area is titled 'Project Evaluation' and contains a message 'Please answer the following questions to help us better understand your project evaluation plan'. Below this are two buttons: 'Edit This Record' and 'Edit' (which is highlighted with an orange box). A callout arrow points from the text 'component of your SPF SIG grant' to the 'Edit' button. Below these buttons is a section titled 'Evaluation Information' with three questions:

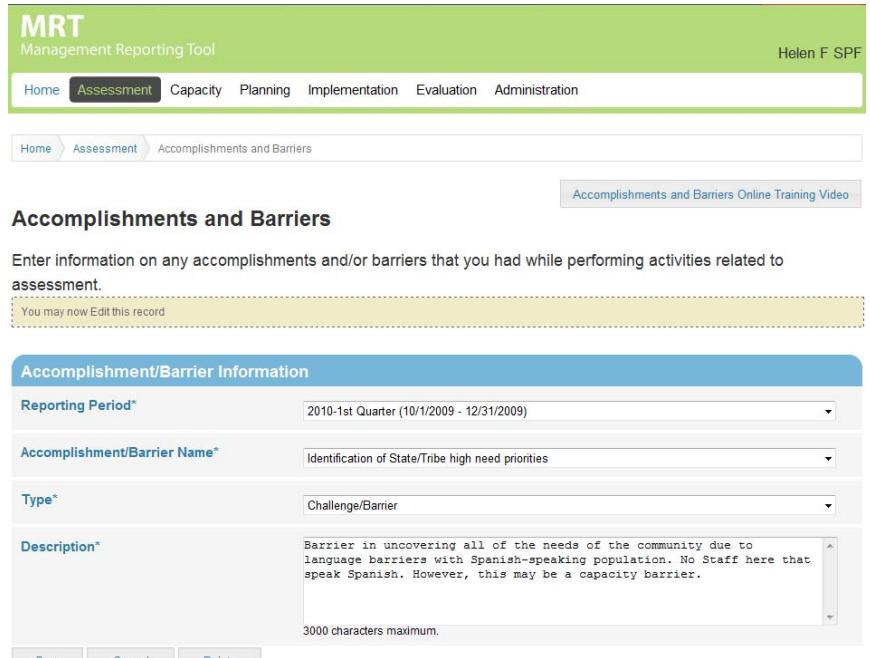
- Does your State/Tribe have a project evaluation plan in place? Yes
- Has the State/Tribe established baseline outcome measures? Yes
- Have sub-recipient communities established baseline outcome measures? Yes

Sample screenshot displaying a "Single Form View" Listing Page

Edit Forms

The Edit Form contains the fields for entering and editing data.

- If you clicked the  (Add) or  (Create) button to enter new information into a form, the Edit Form data fields will be blank.
- When selecting a field name link to view existing data, the Edit Form data fields will display the data that was entered/selected previously. These fields may be modified, if needed.



The screenshot shows the MRT Management Reporting Tool interface. At the top, there's a green header bar with the MRT logo and "Management Reporting Tool". On the right side of the header, it says "Helen F SPF". Below the header, a navigation menu has "Assessment" selected. Underneath the menu, a breadcrumb trail shows "Home > Assessment > Accomplishments and Barriers". To the right of the breadcrumb trail is a link to "Accomplishments and Barriers Online Training Video". The main content area is titled "Accomplishments and Barriers". It contains a sub-section titled "Accomplishment/Barrier Information" with fields for "Reporting Period*", "Accomplishment/Barrier Name*", "Type*", and "Description*". The "Description" field contains a detailed text entry about language barriers. At the bottom of the form are "Save", "Cancel", and "Delete" buttons.

Sample screenshot displaying an Edit Form for existing data

Data Fields and Buttons

In SPF SIG MRT there are several fields, boxes, and buttons that are used to collect, store, and organize data.

Here are some examples:

Type	Preview/Description
Text Field (aka text box)	<input type="text"/>
Drop Down List (aka dropdown menu)	<input type="button" value="Select One"/> 
Radio Buttons	<input checked="" type="radio"/> selected <input type="radio"/> not selected
Check Boxes	<input checked="" type="checkbox"/> checked <input type="checkbox"/> unchecked
Required Fields	Date Established* <input type="text"/> (mm/dd/yyyy)
Calendar	(See the Calendar Feature section for instructions.)

If a required field does not have data entered into it and you try to save the form you will receive a message that informs you of the field vacant of data and you will not be able to save that form until that field has data. Some or all of the fields may be required in order to save a form. Those fields that are required are **bold** and marked with an asterisk (*).

Tips

- You must click the  (Save) button before moving on to the next section in the system.
- To select multiple data options at one time from a list box, hold the control (CTRL) key on your keyboard while simultaneously left clicking the mouse on any of the data options that you'd like to include in your entry.

Edit Form Buttons

Information is entered and edited through the Edit Form. The table below summarizes the buttons used to enter and edit data into an Edit Form.

Button	Description
Add	Must be selected to add new information to an Edit Form
Create	
Edit This Record	Allows the Edit Form fields to be "open" for modification
Delete	Removes the information (data) from the SPF SIG MRT database
Save	Adds the information (data) to the SPF SIG MRT database
Capacity.	Cancels the Add or Edit without saving the information (data) entered

Additional Feature Buttons

Within the MRT Application are icons offering additional help to the user. Click on one of the icons to receive the help needed.



Provides information on the desired topic

Below are some additional buttons that may appear within a form:

Submit

Forwards the approved information to the appropriate parties for further consideration.

Export

Downloads the selected file into the desired format.

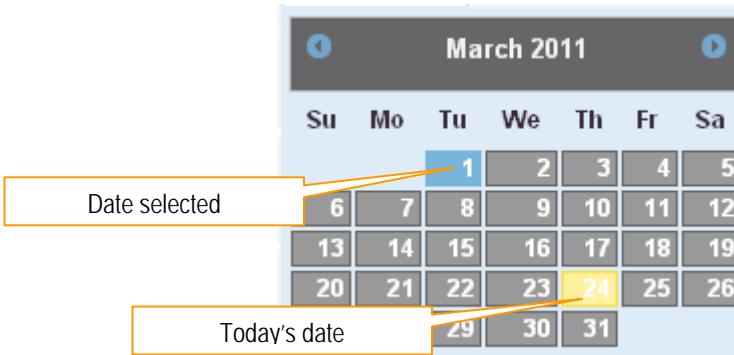
Calendar Feature

Dates can be entered in two different ways: 1) typing the date directly into the field or 2) using the **Calendar** feature. The **Calendar** can be used as an alternative option to entering a date directly into a date field.

1. When you select a date field, a calendar displaying the current month and year will display below the date field.
2. Select the date by clicking on a number within the calendar.
3. The calendar will close and the date will appear within the date field.

*Note: You can also change the month by clicking the arrows to the right and left of the Month/Year. Clicking the arrow will take you to the previous month whereas clicking the arrow will take you to the next month.

For instance, the current month displaying is March. Clicking the arrow will take you to February whereas clicking the arrow will take you to April.



Training Videos

The MRT system has training videos available to watch in addition to using this manual. These videos are broken down into the different sections of the system, and many sections have access to its respective training video. Follow the instructions below to view a training video.

1. To view the training video of the section you are currently in, click the [Online Training Video](#) button.
2. The video will open in a new window.
3. To close the training video window, click the X on the top-right corner of your screen.

MRT
Management Reporting Tool
Helen F SPF

Home Assessment Capacity Planning Implementation Evaluation Administration

Home > Planning > Accomplishments and Barriers

Accomplish Online Training Video button
Use this section to enter information on any accomplishments and/or barriers that you experienced while performing activities related to planning. Each accomplishment or barrier will be listed in the table below. Use the table heading links to sort accomplishments/barriers by column. Click the Add Accomplishment/Barrier button to add a new record or click on the name that you've assigned to each accomplishment or barrier to edit or delete a record.

Add Accomplishment/Barrier

Name	Description	Type	Reporting Period
Establishment of key policies	Although 5 of the 6 distinct communities were represented at the Planning meeting, our most at risk community (the Native American Community) was not in attendance.	Challenge/Barrier	2010-1st Quarter (10/1/2009 - 12/31/2009)

Sample screenshot displaying Accomplishments and Barriers listing page

LOGIN PROCEDURE

Connect to the Internet using an internet browser (e.g., Internet Explorer).

In the Address (location) box, type in the following address and press Enter:

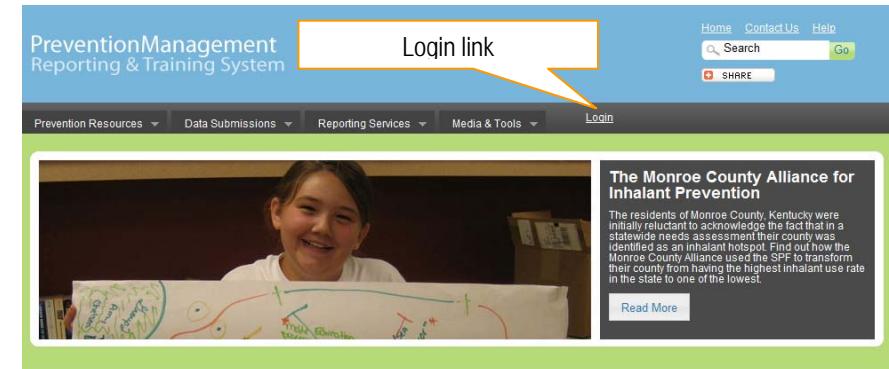
<https://www.pmrts.samhsa.gov/pmrts/>



Screenshot displaying the URL in Internet Explorer – this is a partial screenshot

To access SPF SIG MRT, you will login through the Prevention Management Reporting and Training System website.

1. Click the **Login** (Login) link located at the top right hand corner of the screen.



Latest News

- Wealthier Teens More Likely to Drink, U.K. Study Finds
- Indiana Alcohol Board Wins Sales Permit Fight
- U.K. Will Require Stores to Hide Tobacco Products
- N.M. Okays Beer Pong in Bars
- U.S. Program Pays Addicted Britons to Use Birth Control
- Study Suggests Minorities Smoke Less, But Find Quitting Harder
- Beer Is Alcohol, Russia Finally Says
- U.S. Allowed Smuggled Guns into Mexico in Secret Drug War Tactic
- U.N. Says Designer Drugs a Global Threat
- Menthol's Not Worse, But Could Be More Addictive: FDA Tobacco Panel

Calendar

March, 2011							
wk	Su	Mo	Tu	We	Th	Fr	Sa
8	27	28	1	2	3	4	5
9	6	7	8	9	10	11	12
10	13	14	15	16	17	18	19
11	20	21	22	23	24	25	26
12	27	28	29	30	31	1	2
13	3	4	5	6	7	8	9

MAR 15 Today's Events

Announcements

The Prevention Management Reporting and Training System (PMRTS) has a new look! As of Friday, January 28th, the PMRTS portal and applications have been re-launched and the functionality should remain the same through each of the applications; but there are some new features available. These features include:

Screenshot displaying the PMRTS Home Page – this is a partial screenshot

2. Type the login name in the **User Name*** field.
 3. Type the password in the **Password*** field.
 4. Click the box that states "I agree to these Terms and Conditions".
 5. Click the **Login** (Log In) button.
- *Note: To cancel the login process, click the **Cancel** (Cancel) button.

The screenshot shows a 'Login' page with the following elements:

- Header:** 'Login' and 'You must login to access secure content'.
- Text Fields:** 'Username:' and 'Password:'.
- Note:** A note at the bottom left states: '* You must accept the terms and conditions in order to login and access secure content.'
- Terms and Conditions:** A checkbox labeled 'I agree to these Terms and Conditions'.
- Buttons:** 'Login' and 'Cancel'.
- Forgot Password:** A link 'Forgot your Password?'.
- Text Block:** A large block of text describing system security and user responsibilities, enclosed in a yellow box.

Annotations highlight the 'Terms and Conditions checkbox', the 'Login' button, and the 'Forgot your Password?' link.

Screenshot displaying the Login page

Tips

- The **User Name** is NOT case sensitive.
- The **Password** IS case sensitive.

6. Click **Data Submissions** (Data Submissions) from the Prevention Management Menu.
7. From the Your available systems: box, click the [MRT - Management Reporting Tool](#) (MRT – Management Reporting Tool) link.

Data Submissions provides CSAP contractors and grantees with the number of different data collection tools.

The Substance Abuse and Mental Health Services Administration (CSAP) requires its contractors and grantees to submit complete and accurate data in accordance with data requirements. These data are used for program planning and monitoring and to support funding proposals submitted to HHS, OMB, Congress and others.

To view all current RFAs, please visit: <http://www.samhsa.gov/grants/2009/fy2009.aspx>

MRT - Management Reporting Tool
The Management Reporting Tool (MRT) is a web-based system designed to help your organization or help you use SAMHSA's Strategic Prevention Framework (SPF). Required progress reports manage your grant. You will work through each step of the process to ensure that your organization is meeting its obligations. Once you have completed the required steps, you will be able to use MRT as a way to manage your grant.

Screenshot displaying the Prevention Management Data Submissions Landing Page

Change Your Password

The Change Your Password feature allows a user to change the password for the account he or she is currently logging into the system with.

1. To change your password, begin by clicking the **MY ACCOUNT (My Account)** button from the Prevention Management Reporting and Training System main menu.
2. Click the [Change Your Password \(Change Your Password\)](#) link..

3. Select a **Security Question*** from the dropdown list.

*Note: The Security Question will be used when using the Forgot Password feature to ensure the user requesting a password is legitimate.

4. Enter your answer to the selected security question in the **Security Answer*** field.
5. Type the password you would like to use in the **New Password*** field.
6. Retype the password in the **Confirm New Password*** field.
7. Verify or update the email address in the **Email Address*** field.
8. Click the **Submit** (Submit) button.

Screenshot displaying the Home page – this is a partial screenshot

Change Password

Sample screenshot displaying the Change Your Password page

Tips

- The **User Name** is NOT case sensitive.
- The **Password** IS case sensitive. The Password must fill the following requirements:
 - Minimum length: 8 characters
 - At least one (1) upper case letter
 - At least one (1) lower case letter
 - At least one (1) of the following special characters: !@#\$%^&
- You will be required to change your password every 90 days.

Forgot Your Password?

If you are unable to log into SPF SIG MRT due to forgetting your password, you can retrieve this information at the login page.

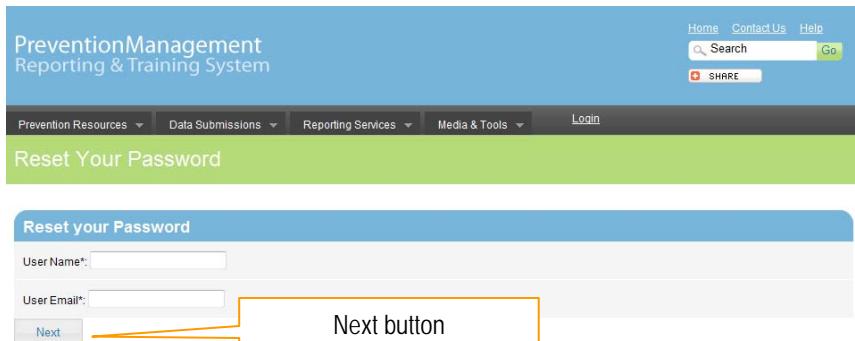
1. On the Login page, click the [? Forgot your Password? \(Forgot your Password?\) link.](#)

The screenshot shows a 'Login' page with a dark header bar containing the word 'Login'. Below it, a message reads 'You must login to access secure content'. There are two input fields: 'Username:' and 'Password:', both with placeholder text. A note below the fields states: '* You must accept the terms and conditions in order to login and access secure content.' To the right of the note is a large text area containing a detailed disclaimer about system security and user responsibilities. At the bottom of the page are two buttons: 'Login' and 'Cancel'. To the left of the 'Login' button is a checkbox labeled 'I agree to these Terms and Conditions'. Below the 'Forgot your Password?' link, there is another link labeled '? Forgot your Password?'. An orange box highlights the 'Forgot your Password?' link, and a yellow arrow points from the 'Forgot your Password?' link in the list above to this highlighted area.

Screenshot displaying the Login page

- Type the login name in the **User Name*** field.
- Type the email address of the user who is associated with the User Name in the **User Email*** field.
*Note: This must be a valid email address.
- Click the  **(Next)** button.
- On the next screen, answer the Security Question.
- Click the  **(Next)** button.

- A new temporary password will be sent to the email address that is associated with the User Name.



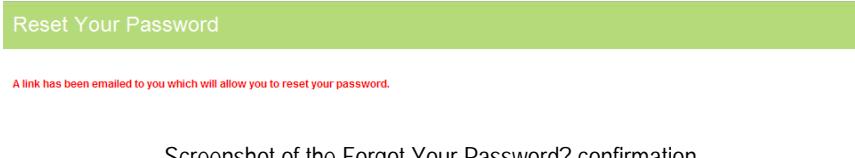
Reset Your Password

User Name*:

User Email*:

Next Next button

Screenshot displaying the Forgot Your Password? page



Reset Your Password

A link has been emailed to you which will allow you to reset your password.

Screenshot of the Forgot Your Password? confirmation

Tips

- If you currently do not have an account you will not be able to use the Forgot Password feature.
- If you do not receive a new temporary password, first check your junk mail and spam folders. If you still did not receive a temporary password contact Support at 1-888-DITIC-4-U (348-4248). The following reasons may be the cause: your email address has changed since the account was created, you mistyped the email address, or you are unable to receive emails from Support.
- Please add the following domain to your email safe list: @kitsolutions.net to ensure you receive emails from Support.

Account Locked

If you attempt to log into the system unsuccessfully three (3) times, you will be locked out of your account. Please contact Support to have your account unlocked.

SUPPORT CONTACT INFORMATION:

- 1-888-DITIC-4-U (348-4248)
- DITICSupport@kitsolutions.net
- Use the Contact Form on the Support Site:
<http://kitusers.kithost.net/support/diticsupport>

Once your account is unlocked you will receive an email:

- 1) The email informs you that your account has been unlocked.
Subject line will read: **User Account has Been Unlocked**

Login

You must login to access secure content

Username:

Password:

Your account has been locked! For security purposes your account has been locked out after three consecutive failed login attempts.. Please contact DITIC support at: 1-888-DITIC-4-U (1-888-348-4248) in order to have your account unlocked.

* You must accept the terms and conditions to access secure content.

Contact Support information

All users of the Prevention Management Reporting and Training System Web site are expected to adhere to the security standards of the Prevention Management Reporting and Training System to the fullest, in respect to their interaction with other users and in handling substance abuse prevention information that Prevention Management Reporting and Training System provides. The Prevention Management Reporting and Training System issues each user a unique user ID and a system-generated password. As a user, you are required to change the system-generated password.

I agree to these Terms and Conditions

[Forgot your Password?](#)

Screenshot displaying the Account Locked screen

When your account is unlocked you can request Support to reset your password if you do not remember your current password.

Once your password has been reset you will receive an email:

- 1) The email provides you a link to reset your password.
Subject line will read: **Password Has Been Reset**

Date: 12/2/2010 10:18:14 AM
The DITIC Support team has reset your Prevention Management Reporting and Training System account password. You must click the link below to sign into the system and update your password.

Link: <https://www.pmrts.samhsa.gov/pmrts/Default.aspx?u=cuser&mode=reset>

**Please note that you will not be able to access the system until you have changed our password.

Link to change password

If you have any questions, please contact the DITIC Support team at: 1-888-DITIC-4-U (1-888-348-4248)

Thank you,
The Prevention Management Reporting and Training System Administrator

<https://www.pmrts.samhsa.gov/pmrts/>

Screenshot of the Password Reset email – this is a partial screenshot

The screenshot shows the 'Home' page of the MRT Management Reporting Tool. At the top, there is a green header bar with the 'MRT Management Reporting Tool' logo. Below the header, a navigation bar contains a 'Home' link. The main content area is titled 'Home'. It features a step-by-step process: '1. Select Organization', '2. Select Grant', and '3. Select Cohort'. A blue banner at the top of this section says 'Please select an organization to continue.' To the right of the banner, there is a list of organizations: 'The Glart Institute' and 'Test Org 7'. At the bottom of the page, there is a button labeled 'Work on this organization!'.

List of Organizations

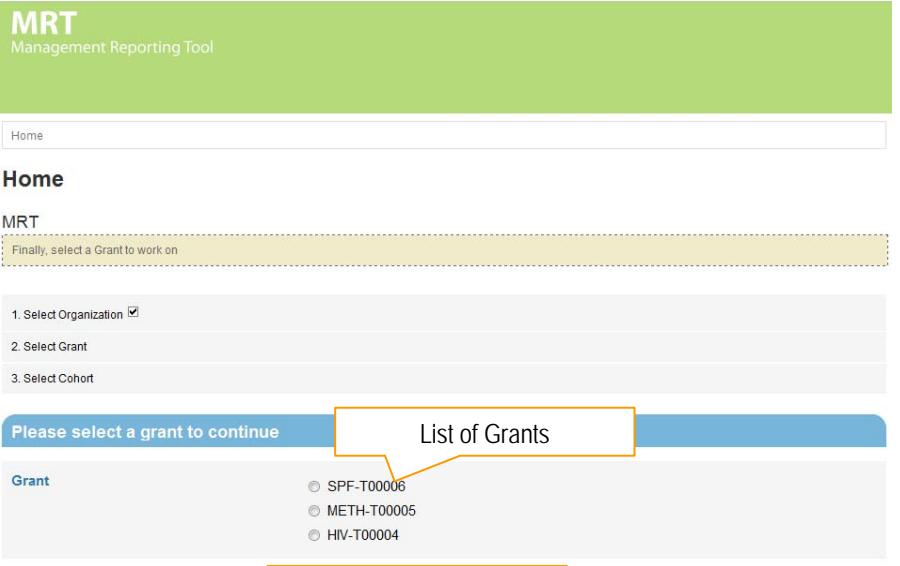
Work on this organization! button

Screenshot displaying the Organization selection page

Grant Selection

If your organization works with multiple Grants, you will have to select the Grant name from the list of Grants. *This screen will not appear if you work on one (1) Grant.*

1. Select the radio button next to the appropriate Grant.
2. Click the  (Work on this grant!) button.



The screenshot shows the MRT Management Reporting Tool Home page. At the top, it says "MRT Management Reporting Tool". Below that is a "Home" link. The main content area is titled "Home" and contains the following steps:

1. Select Organization
2. Select Grant
3. Select Cohort

A message box says "Finally, select a Grant to work on". Below this, a blue bar says "Please select a grant to continue". A list of grants is shown with three radio buttons:

- SPF-T00006
- METH-T00005
- HIV-T00004

At the bottom left is a button labeled "Work on this grant!". An orange box highlights the "List of Grants" section, and another orange box highlights the "Work on this grant!" button. Arrows point from these highlighted areas to their respective labels.

Screenshot displaying the Grant selection page

IMPLEMENTATION

MRT
Management Reporting Tool

Helen F SPF

Home Assessment Capacity Planning **Implementation** Evaluation Administration

Home > Implementation

Implementation

Implementation is the point at which the activities developed and defined in the assessment, capacity, and planning steps are conducted.

Training and TA Implementation
Edit information related to the implementation of training/technical assistance received in the capacity section.

Sub-State Information
Add and edit sub-state information for any sub-recipients that are funded by a sub-state.

Sub-Recipient
Add and edit sub-recipients who have been...

Accomplishments and Barriers
Add and edit accomplishments and barriers related to implementation.

Cultural Competence
Add and edit cultural competence-related activities.

Evaluation

Screenshot displaying the Implementation Landing Page

Sub-Recipient

The Sub-Recipient module allows the user to add Sub- Recipients that are funded.

The screenshot shows the MRT Management Reporting Tool interface. At the top, there's a green header bar with the text "MRT Management Reporting Tool" and a user name "Helen F SPF". Below the header is a navigation menu with links: Home, Assessment, Capacity, Planning, Implementation (which is highlighted in dark blue), Evaluation, and Administration. Underneath the menu, a breadcrumb trail shows the path: Home > Implementation > Sub-Recipient. To the right of the breadcrumb trail is a link "Sub-Recipient Online Training Video". The main content area is titled "Sub-Recipient". A sub-instruction says: "Use this section to enter any sub-recipients who have been funded. Each sub-recipient will be listed in the table below. Use the table heading links to sort sub-recipients by column. Click the Add Sub-recipient button to add a new sub-recipient or click on the sub-recipient name to each sub-recipient to edit or delete a record." Below this text are two buttons: "Add Sub-recipient" and "Add Sub-recipient button", with the second one having an orange arrow pointing to it. The table below lists various sub-recipients with columns for Sub-recipient Name, Organization Name, Community/Coalition Name, Amount Awarded per Year, and Date Funded. The table contains 18 rows of data.

Sub-recipient Name	Organization Name	Community/Coalition Name	Amount Awarded per Year	Date Funded
Allegheny		Allegheny County	7000.00	6/24/2010
Allegheny ACTION		Pittsburgh Urban Area	32000.00	12/1/2010
Allegheny County	Allegheny County	Allegheny County	15000.00	1/5/2010
Allegheny Youth Advancement Program		North Side of the City	75000.00	12/1/2009
Allegheny Youth Advocacy	Allegheny Youth Advocacy	Allegheny County At-Risk Youth	15000.00	1/21/2010
Cabell County	Cabell County Dept of HHS	Cabell County	56000.00	5/19/2010
Clearfield Substance Abuse Counseling Center		Clearfield Twp	0	
Hanshaw County		Hanshaw County	15000.00	10/10/2009
Hope & Recovery Coalition		Hope & Recovery Coalition	80000.00	7/1/2009
Mount Washington Community	Mt. Washington CDC	Mount Washington Township	10000.00	12/12/2009
No Drugs Coalition		No Drugs Coalition	100000.00	7/1/2009
River Valley Initiative		Rural Townships of the River Valley	5000.00	12/3/2009
South End Healthy Coalition		South End Healthy Coalition	80000.00	7/1/2009
Substance Abuse Coalition		Substance Abuse Coalition	80000.00	7/1/2009

Sample screenshot displaying the Sub-Recipient Listing Page

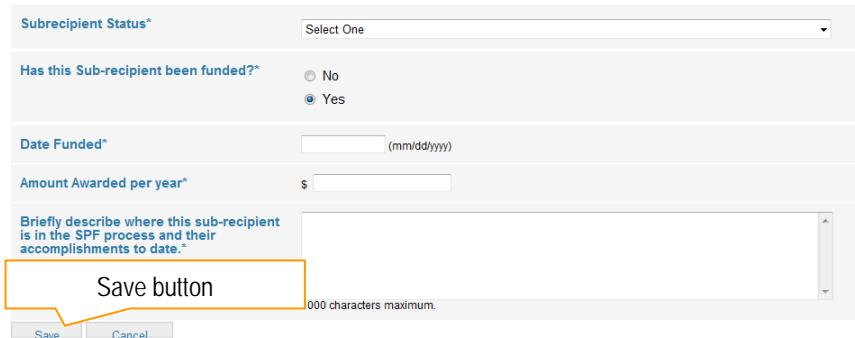
4. Select the type of sub-recipient from the **Sub-recipient Type*** dropdown menu.
 - a. If Sub-State is selected, select the sub-state name from the **Sub-State Name*** dropdown menu.
 *Note: The Sub-State Name dropdown menu is populated with the information added in the [Sub-State Information](#) module.
5. Enter a name for the sub-recipient in the **Sub-recipient Name*** text box.
6. Enter the street address for the sub-recipient in the **Sub-recipient Street Address*** text box.
7. Enter the city the sub-recipient resides in in the **Sub-recipient City*** text box.
8. Select the state the sub-recipient resides in from the **Sub-recipient State*** dropdown menu.
9. Enter the 5-digit zip code the sub-recipient resides in in the **Sub-recipient Zip Code*** text box.
10. If desired, enter the name of the sub-recipient's organization in the **Organization Name** text box.
11. Enter the name of the represented community/coalition in the **Name of Community/Coalition Represented by Sub-recipient*** text box.
12. Enter the location of the sub-recipient in the **Location of Sub-recipient (City, County, or Regional Area)*** text box.
13. Use the **Has this Sub-recipient been funded?*** radio buttons to select if the sub-recipient has received funding.
 - a. If Yes was selected new fields will populate.
 - i. Enter the date the sub-recipient was funded in the **Date Funded*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the [Calendar Feature](#) section for additional details.)
14. Enter the amount of money the sub-recipient was awarded in the **Amount Awarded per year*** text box.
15. Enter the location of the sub-recipient in the **Location of Sub-recipient (City, County, or Regional Area)*** text box.

The screenshot shows the 'Sub-Recipient' edit form within the MRT (Management Reporting Tool). The top navigation bar includes links for Home, Assessment, Capacity, Planning, Implementation (which is highlighted), Evaluation, and Administration. A user profile 'Helen F SPF' is visible in the top right. The main content area is titled 'Sub-Recipient' and contains a sub-header 'Record sub-recipient information for those sub-recipients who have been funded.' Below this is a button 'You may now Add a record'. The 'Sub-Recipient Information' section contains the following fields:

- Sub-recipient Type***: A dropdown menu set to 'Select One'.
- Sub-recipient Name***: A text input field with a note '200 characters maximum.'
- Sub-recipient Street Address***: A text input field with a note '200 characters maximum.'
- Sub-recipient City***: A text input field with a note '50 characters maximum.'
- Sub-recipient State***: A dropdown menu set to 'Select One'.
- Sub-recipient Zip Code***: A text input field with a note '5 characters maximum.'
- Organization Name**: A text input field with a note '200 characters maximum.'
- Name of Community/Coalition Represented by Sub-recipient***: A text input field with a note '200 characters maximum.'
- Location of sub-recipient (City, County, or Regional Area)***: A text input field with a note '200 characters maximum.'

Screenshot displaying the Sub-Recipient Edit Form – this is a partial screenshot

16. Select the status of the sub-recipient in the **Subrecipient Status*** dropdown menu.
 17. Use the **Has this Sub-recipient been funded?*** radio buttons to select if the sub-recipient has received funding.
 - a. If Yes was selected new fields will populate.
 - i. Enter the date the sub-recipient was funded in the **Date Funded*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the [Calendar Feature](#) section for additional details.)
 - ii. Enter the amount of money the sub-recipient was awarded in the **Amount Awarded per year*** text box.
 18. Briefly describe where the sub-recipient is in the SPF process and their accomplishments to date* in the text field.
 19. Click the  (Save) button.
- *Note: Click the  (Cancel) button to cancel this entry.



The screenshot shows a partial view of a web-based form for editing a sub-recipient. At the top, there is a dropdown menu labeled "Subrecipient Status*" with the option "Select One". Below it is a section titled "Has this Sub-recipient been funded?*" with two radio buttons: "No" (unchecked) and "Yes" (checked). A text input field "Date Funded*" is present, along with a placeholder "(mm/dd/yyyy)". Another text input field "Amount Awarded per year*" contains a dollar sign (\$) and a placeholder for entering a value. A large text area labeled "Briefly describe where this sub-recipient is in the SPF process and their accomplishments to date.*" is shown, with a character limit of "000 characters maximum". At the bottom of the form, there are two buttons: "Save" and "Cancel". The "Save" button is highlighted with an orange border.

Sample screenshot displaying the Sub-Recipient Edit Form – this is a partial screenshot

The screenshot shows the MRT Management Reporting Tool interface. The top navigation bar includes links for Home, Assessment, Capacity, Planning, Implementation (which is highlighted in dark blue), Evaluation, and Administration. On the right, it says "Helen F SPF". Below the navigation is a breadcrumb trail: Home > Implementation > Sub-Recipient. A link "Sub-Recipient Online Training Video" is visible on the right.

Editing a Sub-Recipient

1. Click **Implementation** from the Menu.
2. Click **Sub-Recipient** from the Implementation Landing Page.
3. From the Listing Page, select the sub-recipient you wish to edit by clicking the appropriate Sub-recipient Name.
4. Make any changes needed to the form.
5. Click the **(Save)** button.

***Note:** Click the **(Cancel)** button to cancel this entry.

Deleting a Sub-Recipient

1. Click **Implementation** from the Menu.
2. Click **Sub-Recipient** from the Implementation Landing Page.
3. From the Listing Page, select the sub-recipient you wish to edit by clicking the appropriate Sub-recipient Name.
4. Click the **(Delete)** button.
- *Note:** Click the **(Cancel)** button to cancel this entry.
5. The record will be removed from the grid.

Sub-Recipient

Use this section to enter any sub-recipients who have been funded. Each sub-recipient will be listed in the table below. Use the table heading links to sort sub-recipients by column. Click the Add Sub-recipient button to add a new sub-recipient or click on the sub-recipient name that you've assigned to each sub-recipient to edit or delete a record.

[Add Sub-recipient](#)

Sub-recipient Name	Location Name	Amount Awarded per Year	Date Funded
Allegheny	7000.00	6/24/2010	
Allegheny ACTION	32000.00	12/1/2010	
Allegheny County	15000.00	1/5/2010	
Allegheny Youth Advancement Program	75000.00	12/1/2009	
Allegheny Youth Advocacy	15000.00	1/2/2010	
Cabell County	56000.00	5/19/2010	
Clearfield Substance Abuse Counseling Center	0		
Hanshaw County	15000.00	10/10/2009	
Hope & Recovery Coalition	80000.00	7/1/2009	
Mount Washington Community	10000.00	12/12/2009	
No Drugs Coalition	100000.00	7/1/2009	
River Valley Initiative	5000.00	12/3/2009	
South End Healthy Coalition	80000.00	7/1/2009	
Substance Abuse Coalition	80000.00	7/1/2009	

Sample screenshot displaying the Sub-Recipient Listing Page

The screenshot shows the Sub-Recipient Edit Form. It includes fields for "Has this Sub-recipient been funded?" (radio buttons for No and Yes, with Yes selected), "Date Funded*" (date input field showing 6/24/2010), "Amount Awarded per year*" (text input field showing \$ 7000.00), and a text area for "Briefly describe where this sub-recipient is in the SPF process and their accomplishments to date." (with placeholder text "This SubRecipient is implementing Strategies."). At the bottom are Save, Cancel, and Delete buttons. A note indicates "000 characters maximum".

Sample screenshot displaying the Sub-Recipient Edit Form – this is a partial screenshot

EVALUATION

The screenshot shows the MRT (Management Reporting Tool) interface. At the top, there's a green header bar with the text "MRT Management Reporting Tool". Below the header is a navigation bar with links: Home, Assessment, Capacity, Planning, Implementation, Evaluation (which is highlighted in dark blue), and Administration. Underneath the navigation bar, a breadcrumb trail shows "Home > Evaluation". The main content area is titled "Evaluation". A descriptive text block states: "The Evaluation step is comprised of conducting, analyzing, reporting on and using the results of outcome evaluation. The outcome evaluation involves collecting and analyzing information about whether the intended goals and objectives were achieved. Evaluation results identify areas where modifications to prevention strategies may be needed, and can be used to help plan for sustaining the prevention effort as well as future endeavors." Below this text, there are several sections with sub-titles and descriptions:

- Project Evaluation**: Edit questions related to the project evaluation component of your SPF-SIG grant.
- Community Outcomes**: Use this section to assign priorities and indicators to sub-recipients and to enter corresponding data sources.
- Accomplishments and Barriers**: Add and edit accomplishments and barriers related to evaluation.
- Cultural Competence**: Add and edit cultural competence-related activities.
- Grantee Level Instrument (GLI) Surveys**: Enter the GLI surveys.
- CLI Part I Administrative Survey**: Enter the CLI Part I - Administrative Survey.
- CLI Part I-Subrecipient Initialization**: Enter the CLI Part I – Sub-Recipient Initialization for each sub-recipient in order to enable their access to the CLI.
- CLI Part 1**: Enter and submit CLI Part I surveys.
- CLI Part 2**: Enter and submit CLI Part II surveys.
- View/Accept CLI Part I**: View submitted CLI Part I sub-recipient surveys and either request revisions or accept.
- View/Accept CLI Part II**: View submitted CLI Part II sub-recipient surveys and either request revisions or accept.
- Participant Level Instrument (PLI)**: Enter and submit your PLI data(Sub-Recipients Only). Upload your PLI data (Grantee Evaluators only).

Screenshot displaying the Evaluation Landing Page

Grantee Level Instrument (GLI) Infrastructure Survey

The Strategic Prevention Framework State Incentive Grant Grantee Level Instrument Infrastructure Survey (SPF SIG GLI Infrastructure Survey) is designed to collect information at the jurisdiction (state, tribe, territory) level. This survey should be completed twice over the life of the Grant.

Entering the GLI Infrastructure Survey

1. Click Evaluation from the Menu.
 2. Click Grantee Level Instrument (GLI) Surveys from the Evaluation Landing Page.
 3. Click the [GLI Infrastructure](#) (GLI Infrastructure) link from the Grantee Level Instrument (GLI) Surveys listing page.
 4. A new window will open displaying the survey.
-
5. Answer each question by filling in the appropriate radio button, check boxes, or text field.
 6. Click the [Next](#) (Next) button to move to the next page or use the [Back](#) (Back) button to return to a previous page.
 7. Once you have answered all the questions, click the [Done](#) (Done) button.
*Note: The final page is to be completed by the Project Director.
 8. Click the [Close](#) (Close) button to close the window.
 9. Click the [Print Response](#) (Print Response) button to print the survey.

*Note: The Progress Bar at the top of each page shows how much of the survey has been completed.

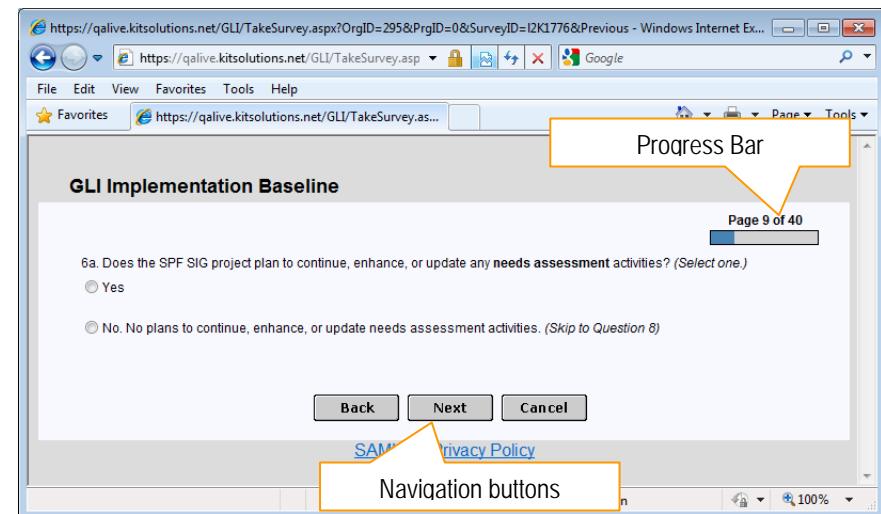
Grantee Level Instrument (GLI) Surveys

Use this section to enter GLI Surveys.

Note: Pop-up blockers must be disabled in order to view surveys.



Screenshot displaying page 1 of the GLI Infrastructure Survey



Screenshot displaying the GLI Infrastructure Survey

Tips

- If you must exit the survey before finishing, all answers will automatically be saved. Upon return you will be taken to the last question answered.
- You will need to turn off your pop-up blocker in order to open the survey.

Grantee Level Instrument (GLI) Implementation Survey

The Strategic Prevention Framework State Incentive Grant Grantee Level Instrument Implementation Survey (SPF SIG GLI Implementation Survey) is designed to collect information at the jurisdiction (state, tribe, territory) level. This survey should be completed twice over the life of the grant.

Enter the GLI Implementation Survey

1. Click **Evaluation** from the Menu.
 2. Click **Grantee Level Instrument (GLI) Surveys** from the Evaluation Landing Page.
 3. Click the [GLI Implementation](#) (**GLI Implementation**) link from the Grantee Level Instrument (GLI) Surveys listing page.
 4. A new window will open displaying the survey.
-
5. Answer each question by filling in the appropriate radio button, check boxes, or text field.
 6. Click the **Next** (**Next**) button to move to the next page or use the **Back** (**Back**) button to return to a previous page.
 7. Once you have answered all the questions, click the **Done** (**Done**) button.
*Note: The final page is to be completed by the Project Director.
 8. Click the **Close** (**Close**) button to close the window.
 9. Click the **Print Response** (**Print Response**) button to print the survey.

*Note: The Progress Bar at the top of each page shows how much of the survey has been completed.

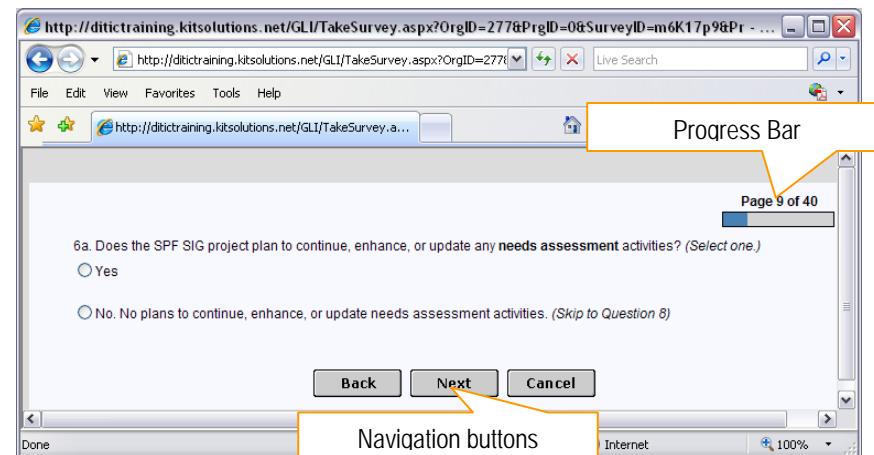
Grantee Level Instrument (GLI) Surveys

Use this section to enter GLI Surveys.

Note: Pop-up blockers must be disabled in order to view surveys.



Screenshot displaying page 1 of the GLI Implementation Survey



Screenshot displaying the GLI Implementation Survey

Tips

- If you must exit the survey before finishing, all answers will automatically be saved. Upon return you will be taken to the last question answered.
- You will need to turn off your pop-up blocker in order to open the survey.

CLI Part I-Administrative Survey

The CLI Part I-Administrative module allows the user to enter their CLI Part I-Administrative Survey.

The screenshot shows the MRT Management Reporting Tool interface. At the top, there's a green header bar with the MRT logo and "Management Reporting Tool". On the right, it says "Helen F SPF". Below the header is a navigation menu with links: Home, Assessment, Capacity, Planning, Implementation, Evaluation (which is highlighted in dark blue), and Administration. A breadcrumb trail at the top left shows "Home > Evaluation > CLI Part I-Administrative Survey". To the right of the trail is a link to "CLI Part I-Administrative Survey Online Training Video". The main content area is titled "CLI Part I-Administrative Survey" and contains a note: "UserControl this section to complete the CLI Part I Administrative survey for the current reporting period and to view previously accepted surveys. The Administrative survey must have a 'Complete' status before the Project Director can accept any sub-recipient's submitted CLI Part I for the related reporting period. The Project Director must first accept a CLI Part I for one of their sub-recipients in the 'View/Accept CLI Part I' section in order for the Administrative survey to be marked as Accepted for the reporting period." Below this note is a "Note: Pop-up blockers must be disabled in order to view surveys." link. There's also a "Update Surveys" button. A callout box highlights the "View" button next to a survey entry. The survey entry table has columns: Reporting Period, Complete/Incomplete, Status, and View. The data in the table is: Beginning of Grant - 9/30/2009, Complete, Accepted, and a "View" button.

CLI Part I-Administrative Survey

UserControl this section to complete the CLI Part I Administrative survey for the current reporting period and to view previously accepted surveys. The Administrative survey must have a 'Complete' status before the Project Director can accept any sub-recipient's submitted CLI Part I for the related reporting period. The Project Director must first accept a CLI Part I for one of their sub-recipients in the 'View/Accept CLI Part I' section in order for the Administrative survey to be marked as Accepted for the reporting period.

Note: Pop-up blockers must be disabled in order to view surveys.

Update Surveys

Reporting Period	Complete/Incomplete	Status	
Beginning of Grant - 9/30/2009	Complete	Accepted	View

View button

Sample screenshot displaying the CLI Part I-Administrative Survey Listing Page

5. Answer each question by filling in the appropriate radio button, check boxes, or text field.
6. Click the **Next** (Next) button to move to the next page or use the **Back** (Back) button to return to a previous page.
7. Once you have answered all the questions, click the **Done** (Done) button.
8. Click the **Close** (Close) button to close the window.

***Note:** The Progress Bar at the top of each page shows how much of the survey has been completed.

The screenshot shows a Microsoft Internet Explorer window displaying the 'Administrative Survey (Grantee)' page. The URL is <http://ditctraining.kitsolutions.net/CLI/TakeSurvey.aspx?DisplayHeader=&OrgID=273&PrgID=0&Surv>. The page title is 'Administrative Survey (Grantee)' and it indicates 'Page 2 of 4'. A progress bar is visible on the right side of the page. The main content area contains two survey questions. Question 7 asks about monitoring procedures at the subrecipient community level, with several options for radio buttons. Question 8 asks if the primary grantee selected substance abuse problems for target communities, with two radio button options. Navigation buttons for 'Back', 'Next', and 'Cancel' are located at the bottom of the page. A link to 'SAMHSA Privacy Policy' is also present.

Screenshot displaying the CLI Part I-Administrative Survey

Tips

- If you must exit the survey before finishing, all answers will automatically be saved. Upon return you will be taken to the last question answered.
- You will need to turn off your pop-up blocker in order to open the survey.
- Once you complete the survey, the completion/incompletion status of the survey will not update automatically. Click the **Update Surveys** (Update Surveys) button to update the status.
- Once the previous reporting period is in Accepted status, the link for the next reporting period will become available.

CLI Part I-Sub-recipient Initialization

In order to provide the Sub-recipient community with access to the CLI Part I and Part II surveys a login account must be created for the Sub-recipient. The CLI Sub-recipient Initialization module allows the Grantee to create Sub-recipient contacts for the Sub-recipient communities. The Sub-recipient communities listed on the Sub-recipient Initialization Listing Page are those previously entered in Implementation>Sub-recipient.

The screenshot shows the MRT (Management Reporting Tool) interface. At the top, there is a green header bar with the text "MRT Management Reporting Tool" and "Helen F SPF". Below the header is a navigation menu with links: Home, Assessment, Capacity, Planning, Implementation, Evaluation (which is highlighted in blue), and Administration. The main content area has a breadcrumb navigation: Home > Evaluation > CLI Part I-Subrecipient Initialization. To the right of the breadcrumb is a link: "CLI Part I-Subrecipient Initialization Online Training Video". The main content is titled "CLI Part I-Subrecipient Initialization" and contains a table of sub-recipient names and their IDs. A red box highlights the "Sub-Recipient Name" column, and an arrow points from the text "Sub-recipient Name link" to the first row of the table. The table data is as follows:

Sub-Recipient Name	Sub-Recipient ID
River Valley Initiative	780
Hope & Recovery Coalition	781
No Drugs Coalition	782
South End Healthy Coalition	783
Substance Abuse Coalition	784
Mount Washington Community	785
Allegheny County	786
Allegheny Youth Advocacy	787
Allegheny	788
Clearfield Substance Abuse Counseling Center	789
Allegheny Youth Advancement Program	790
Allegheny ACTION	791
Hanshaw County	792
Cabell County	

Sample screenshot displaying the CLI Part I-Sub-recipient Initialization Listing Page

4. The Name of Sub-recipient Community* and Unique ID of the Sub-recipient have been filled out for you.
5. Enter the date the Sub-recipient community began receiving funds in the **Indicate the month and year this sub-recipient community began receiving SPF-SIG funds*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the [Calendar Feature](#) section for additional details.)
6. Enter the date the Sub-recipient community's funding is scheduled to end in the **Indicate the month and year SPF-SIG funding for this sub-recipient community is scheduled to end for the overall project*** text box as mm/dd/yyyy or use the Calendar feature to select the date.
7. Enter the Sub-recipient community's Contact in the **Primary Sub-recipient Contact Info** fields.
 - a. Enter the contact's first name in the **First Name*** text box.
 - b. Enter the contact's last name in the **Last Name*** text box.
 - c. Enter the contact's phone number in the **Telephone number*** text box.
 - d. Enter the contact's email address in the **E-mail address*** text box.
 - e. Use the radio buttons to answer **Does this sub-recipient have a secondary contact?***
 - i. If Yes is selected, new fields will appear. Enter the **Secondary Sub-recipient Contact Info**.
8. Click the  **(Save)** button.
*Note: Click the  **(Cancel)** button to cancel this entry.

Tips

- Once the Sub-recipient Initialization form is saved, an email with login information will be sent to the Contact(s) specified for the Sub-recipient community.

[CLI Part I-Subrecipient Initialization Online Training Video](#)

CLI Part I-Subrecipient Initialization

The sub-recipient communities listed below are those previously entered in Implementation > Subrecipient. In order to provide the sub-recipient community with access to the CLI, the record must be updated and saved. To edit a record, click on the Sub-recipient Community Name.

Note: By clicking on 'Save' you are granting the subrecipient contact(s) an account to access to the CLI. Be sure to only 'Save' this record when you are ready to have the subrecipient community enter data into the system..

You may now Add a record

CLI Part I-Subrecipient Initialization

14. Name of Subrecipient Community:*	River Valley Initiative
15. Unique ID of the Subrecipient:	774
16. Indicate the month and year this subrecipient community began receiving SPF-SIG funds: (mm/yyyy)	
17. Indicate the month and year SPF-SIG funding for this subrecipient community is scheduled to end for the overall project: (mm/yyyy)	

Sample screenshot displaying the CLI Part I-Sub-recipient Initialization Edit Form – this is a partial screenshot

Primary Subrecipient Contact Info

First Name:*	250 characters maximum.
Last Name:*	250 characters maximum.
Telephone number:*	250 characters maximum.
E-mail address :*	250 characters maximum.

Does this subrecipient have a secondary contact?

Yes
 No

Save button

 Save

 Cancel

Screenshot displaying the Primary Sub-recipient Contact Info fields on the CLI Part I-Sub-recipient Initialization Edit – this is a partial screenshot

The screenshot shows the MRT Management Reporting Tool interface. At the top, there's a green header bar with the text "MRT Management Reporting Tool" and "Helen F SPF". Below the header is a navigation menu with links: Home, Assessment, Capacity, Planning, Implementation, Evaluation (which is highlighted in dark blue), and Administration. Underneath the menu, a breadcrumb trail shows "Home > Evaluation > CLI Part I-Subrecipient Initialization". To the right of the breadcrumb trail is a link to "CLI Part I-Subrecipient Initialization Online Training Video".

Editing a Sub-recipient Initialization Contact

1. Click **Evaluation** from the Menu.
2. Click **CLI Part I-Sub-recipient Initialization** from the Evaluation Landing Page.
3. From the Listing Page, select the Sub-recipient community you wish to edit by clicking the appropriate Sub-Recipient Name.
4. Make any changes needed to the form.
5. Click the **Save** (Save) button.

*Note: Click the **Cancel** (Cancel) button to cancel this entry.

CLI Part I-Subrecipient Initialization

Use this section to provide sub-recipients with access to the CLI. Each sub-recipient previously saved under Implementation > Sub-recipient will be listed in the table below. Click the sub-recipient name that you've assigned to each sub-recipient to edit a record.

Sub-Recipient Name	Sub-Recipient ID
River Valley Initiative	780
Hope & Recovery Coalition	781
No Drugs Coalition	782
South End Healthy Coalition	783
Substance Abuse Coalition	784
Mount Washington Community	785
Allegheny County	786
Allegheny Youth Advocacy	787
Allegheny	788
Clearfield Substance Abuse Counseling Center	789
Allegheny Youth Advancement Program	790
Allegheny ACTION	791
Hanshaw County	792
Cabell County	

Sample screenshot displaying the CLI Part I-Sub-recipient Initialization Listing Page

Tips

- Once saved, some fields will be locked and cannot be modified.

CLI Part I

The CLI Part I module is to be completed by the Grantee's Sub-recipient communities.

The screenshot shows the MRT Management Reporting Tool interface. At the top, there is a green header bar with the text "MRT Management Reporting Tool" and a user name "Justin F". Below the header is a navigation menu with links: Home, Assessment, Capacity, Planning, Implementation, Evaluation (which is highlighted in blue), and Administration. The main content area has a breadcrumb navigation: Home > Evaluation > CLI Part 1. On the right side of the main content area, there is a link "CLI Part 1 Online Training Video". The main content area is titled "CLI Part 1" and contains a note: "Use this section to enter CLI Part I surveys for the current reporting period and view previously submitted CLI Part I surveys (Note: Questions 1-20 of the CLI Part I were completed by the state/tribe/jurisdiction representative). When all sections have been completed, you will be able to submit your CLI Part I for the current reporting period by clicking the "Open the CLI Part I Submission Panel" link. Please review your information before submitting since you will be unable to edit any information after submitting." Below this note, there is a red warning message: "Note: Pop-up blockers must be disabled in order to view surveys." The main form area has fields for "Sub-recipient" (set to "Substance Abuse Coalition") and "Reporting Period" (set to "10/1/2009 - 9/30/2010 - Active"). There is a button labeled "View/Update Surveys" which is highlighted with an orange box and an arrow pointing to it from the text "View/Update Surveys button". Below the form, there is a table titled "CLI Section" with rows for "Administrative Survey", "Needs and Resource Assessment Survey", "Capacity Building Survey", "Strategic Plan Development Survey", "Prevention Intervention Implementation Survey", "Q163: Manage Implemented Interventions", "Monitoring and Evaluation Survey", and "Contextual Factors Survey". A button labeled "Open the CLI Part I Submission Panel" is located at the bottom of the table. Another orange box and arrow point to the "Survey links" in the table. The entire screenshot is labeled "Sample screenshot displaying the CLI Part I Listing Page".

Entering a CLI Part I Survey

1. Click **Evaluation** from the Menu.
2. Click **CLI Part I** from the Evaluation Landing Page.
3. Select the Sub-recipient community name from the **Sub-recipient*** dropdown menu.
*Note: This step is only needed if you are logged in as the Grantee modifying a Sub-recipient community's surveys.
4. Select the **Active** reporting period from the **Reporting Period*** dropdown menu.
5. Click the **View/Update Surveys** (View/Update Surveys) button.
6. Click a Survey link to begin completing a survey.
7. A new window will open displaying the selected Survey.

8. Answer each question by filling in the appropriate radio button, check boxes, or text field.
9. Click the **Next** (Next) button to move to the next page or use the **Back** (Back) button to return to a previous page.
10. Once you have answered all the questions, click the **Done** (Done) button.
11. Click the **Close** (Close) button to close the window.

*Note: The Progress Bar at the top of each page shows how much of the survey has been completed.

Screenshot displaying one of the CLI Part I Surveys

Tips

- If you must exit the survey before finishing, all answers will automatically be saved. Upon return you will be taken to the last question answered.
- You will need to turn off your pop-up blocker in order to open the survey.
- Click the **View/Update Surveys** (View/Update Surveys) button to update the Status of your surveys.

Q163: Manage Implemented Interventions

The Manage Implemented Interventions module allows the Sub-recipients to add interventions and strategies. At least one (1) intervention and one (1) strategy must be entered in order to submit the CLI Part I.

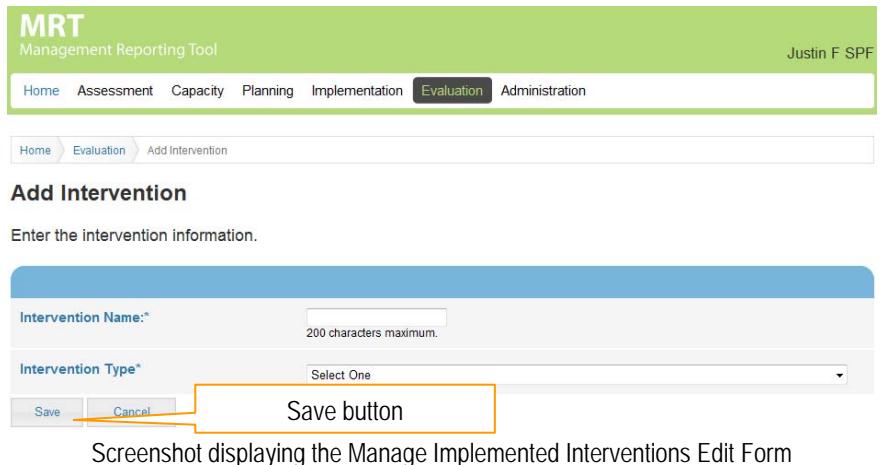
Adding an Intervention

1. Click **Evaluation** from the Menu.
2. Click **CLI Part I** from the Evaluation Landing Page.
3. Select the Sub-recipient community name from the **Sub-recipient*** dropdown menu.
**Note: This step is only needed if you are logged in as the Grantee modifying a Sub-recipient community's surveys.*
4. Select the appropriate reporting period from the **Reporting Period*** dropdown menu.
5. Click the **View/Update Surveys** (View/Update Surveys) button.
6. Click the [Q163: Manage Implemented Interventions](#) (Q163: Manage Implemented Interventions) link.
7. Click the **Add Intervention** (Add Intervention) button.

CLI Interventions	Status	Date Updated
1. All Stars (Add Strategy)		1/26/2010 1:48:23 PM
2. Guiding Good Choices (Add Strategy)		1/26/2010 1:48:32 PM
2.1 Guiding Good Choices	Active	
3. Communities Mobilizing for Change on Alcohol (Add Strategy)		1/26/2010 1:49:00 PM
3.1 Responsible Beverage Server Training	Active	
3.2 College Collaboration Team	Active	
3.3 Social Marketing Campaign	Active	
3.4 Shoulder-lap enforcement	Active	

Sample screenshot displaying the Manage Implemented Interventions Listing Page

8. Enter a name for the intervention in the **Intervention Name*** text box.
9. Select the type of intervention from the **Intervention Type*** dropdown menu.
10. Click the  (Save) button.
*Note: Click the  (Cancel) button to cancel this entry.
11. Click the  (Return to CLI Part I) button.



MRT
Management Reporting Tool
Home Assessment Capacity Planning Implementation **Evaluation** Administration

Home > Evaluation > Add Intervention

Add Intervention

Enter the intervention information.

Intervention Name: 200 characters maximum.

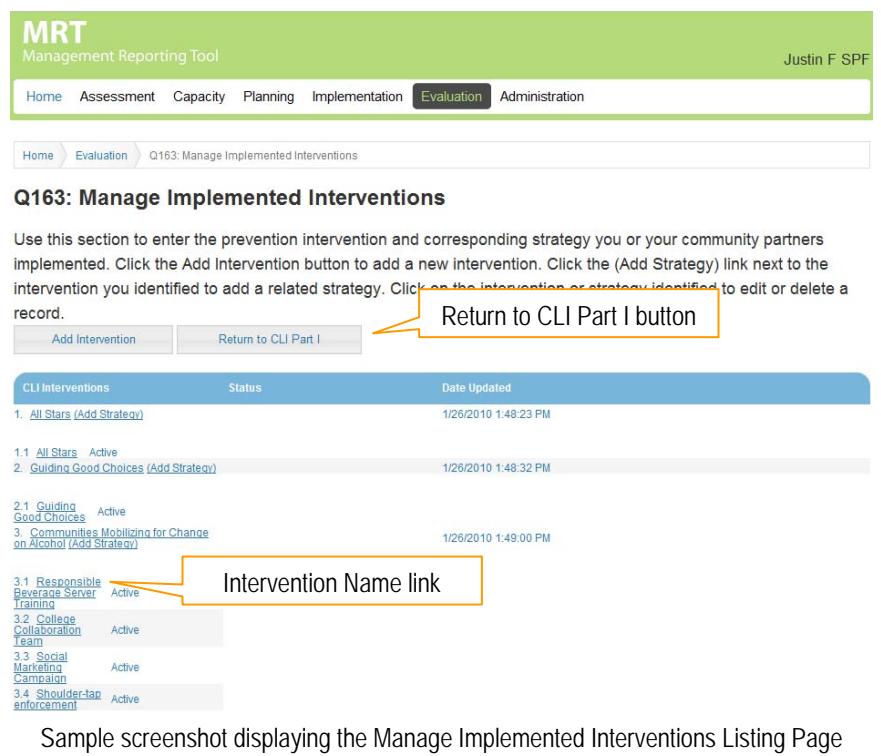
Intervention Type:

Save **Cancel** **Save button**

Screenshot displaying the Manage Implemented Interventions Edit Form

Editing an Intervention

1. Click **Evaluation** from the Menu.
2. Click **CLI Part I** from the Evaluation Landing Page.
3. Select the Sub-recipient community name from the **Sub-recipient*** dropdown menu.
*Note: This step is only needed if you are logged in as the Grantee modifying a Sub-recipient community's surveys.
4. Select the appropriate reporting period from the **Reporting Period*** dropdown menu.
5. Click the  (View/Update Surveys) button.
6. Click the [Q163: Manage Implemented Interventions](#) (**Q163: Manage Implemented Interventions**) link.
7. From the Listing Page, select the intervention name you wish to edit by clicking the appropriate CLI Intervention name.
8. Make any changes needed to the form.
9. Click the  (Save) button.
*Note: Click the  (Cancel) button to cancel this entry.
10. Click the  (Return to CLI Part I) button.



MRT
Management Reporting Tool
Home Assessment Capacity Planning Implementation **Evaluation** Administration

Home > Evaluation > Q163: Manage Implemented Interventions

Q163: Manage Implemented Interventions

Use this section to enter the prevention intervention and corresponding strategy you or your community partners implemented. Click the Add Intervention button to add a new intervention. Click the (Add Strategy) link next to the intervention you identified to add a related strategy. Click on the intervention or strategy identified to edit or delete a record.

Add Intervention **Return to CLI Part I** **Return to CLI Part I button**

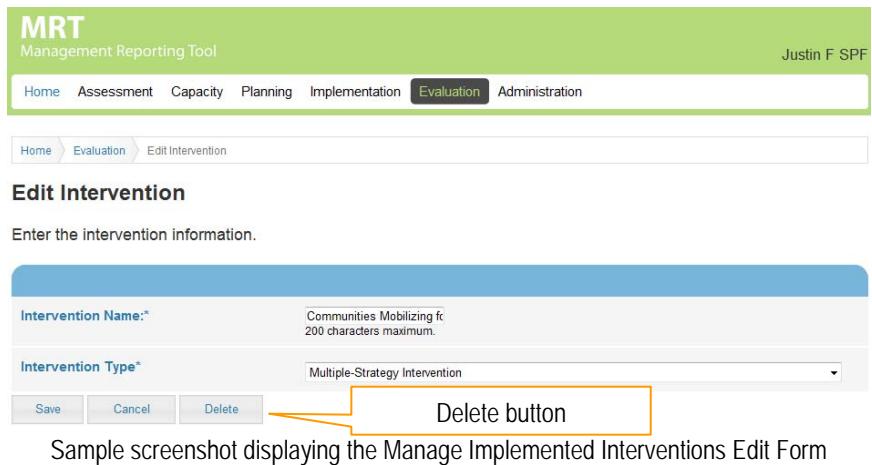
CLI Interventions	Status	Date Updated
1. All Stars (Add Strategy)		1/26/2010 1:48:23 PM
1.1 All Stars Active		
2. Guiding Good Choices (Add Strategy)		1/26/2010 1:48:32 PM
2.1 Guiding Good Choices Active		
3. Communities Mobilizing for Change on Alcohol (Add Strategy)		1/26/2010 1:49:00 PM
3.1 Responsible Beverage Server Training Active		
3.2 College Collaboration Team Active		
3.3 Social Marketing Campaign Active		
3.4 Shoulder-lap Enforcement Active		

Intervention Name link

Sample screenshot displaying the Manage Implemented Interventions Listing Page

Deleting an Intervention

1. Click **Evaluation** from the Menu.
2. Click **CLI Part I** from the Evaluation Landing Page.
3. Select the Sub-recipient community name from the **Sub-recipient*** dropdown menu.
**Note:* This step is only needed if you are logged in as the Grantee modifying a Sub-recipient community's surveys.
4. Select the appropriate reporting period from the **Reporting Period*** dropdown menu.
5. Click the **View/Update Surveys** (View/Update Surveys) button.
6. Click the [Q163: Manage Implemented Interventions](#) (Q163: Manage Implemented Interventions) link.
7. From the Listing Page, select the intervention name you wish to delete by clicking the appropriate CLI Intervention name.
8. Click the **Delete** (Delete) button.
Note:* Click the **Cancel (Cancel) button to cancel this entry.
9. The record will be removed from the grid.



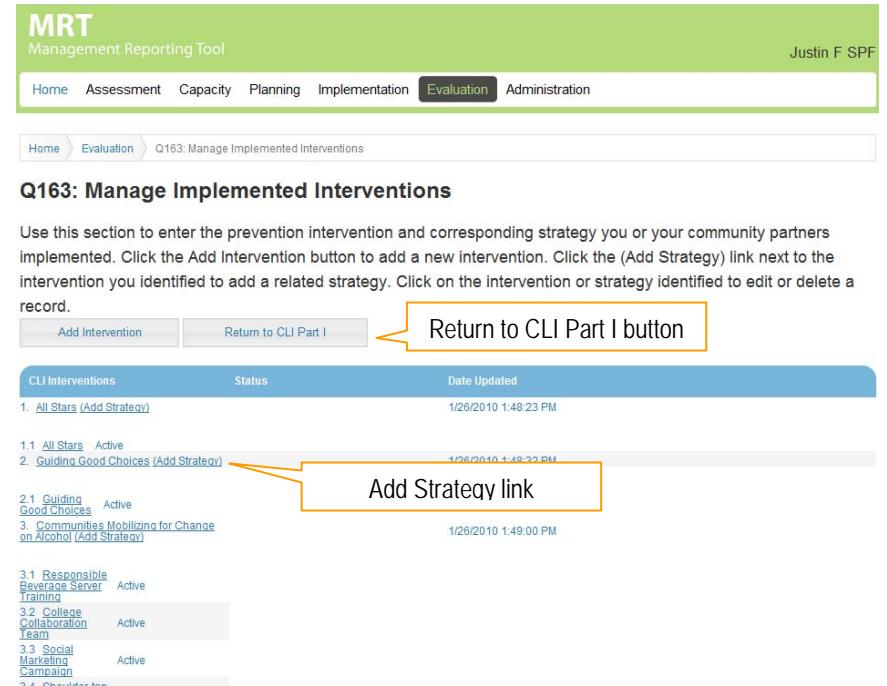
The screenshot shows the 'Edit Intervention' page of the MRT tool. At the top, there is a navigation bar with links for Home, Assessment, Capacity, Planning, Implementation, Evaluation (which is highlighted in yellow), and Administration. Below the navigation bar, the page title is 'Edit Intervention' and a sub-instruction says 'Enter the intervention information.' There are two main input fields: 'Intervention Name*' containing 'Communities Mobilizing for' and '200 characters maximum.', and 'Intervention Type*' containing 'Multiple-Strategy Intervention'. At the bottom of the form are three buttons: 'Save', 'Cancel', and 'Delete'. An orange box highlights the 'Delete' button, and an orange arrow points to it from the text 'Delete button' located to its right. The entire screenshot is labeled 'Sample screenshot displaying the Manage Implemented Interventions Edit Form'.

Q163: Manage Implemented Interventions – Strategies

Strategies are added to the identified Interventions. At least one (1) intervention and one (1) strategy must be entered in order to submit the CLI Part I.

Adding a Strategy

1. Click **Evaluation** from the Menu.
2. Click **CLI Part I** from the Evaluation Landing Page.
3. Select the Sub-recipient community name from the **Sub-recipient*** dropdown menu.
**Note: This step is only needed if you are logged in as the Grantee modifying a Sub-recipient community's surveys.*
4. Select the appropriate reporting period from the **Reporting Period*** dropdown menu.
5. Click the  (View/Update Surveys) button.
6. Click the [Q163: Manage Implemented Interventions](#) (Q163: Manage Implemented Interventions) link.
7. Click the [\(Add Strategy\)](#) (Add Strategy) link.



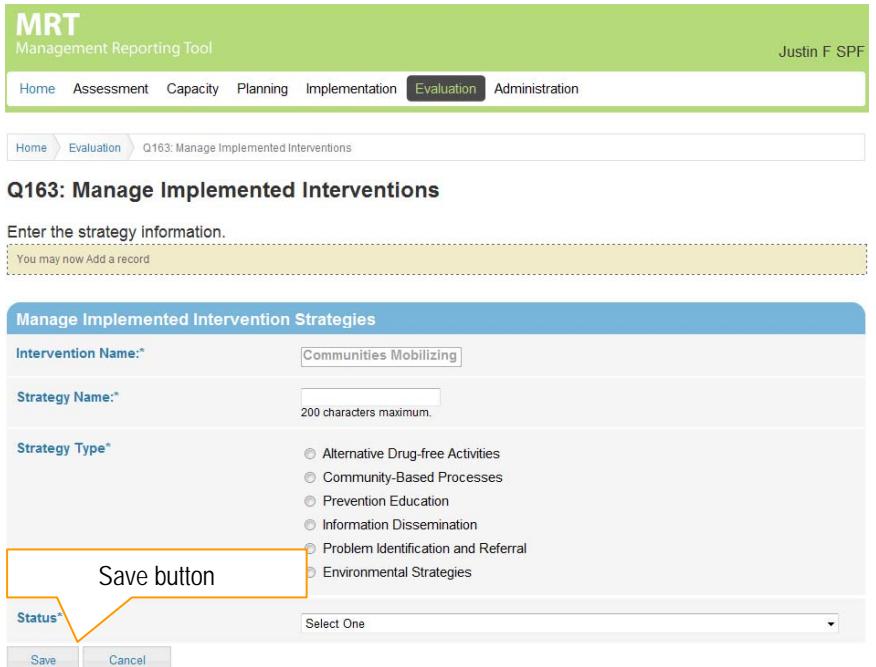
The screenshot shows the MRT Management Reporting Tool interface. The top navigation bar includes links for Home, Assessment, Capacity, Planning, Implementation, Evaluation (which is highlighted), and Administration. The user is currently on the 'Evaluation' section, specifically the 'Q163: Manage Implemented Interventions' page. The page title is 'Q163: Manage Implemented Interventions'. A note below the title states: 'Use this section to enter the prevention intervention and corresponding strategy you or your community partners implemented. Click the Add Intervention button to add a new intervention. Click the (Add Strategy) link next to the intervention you identified to add a related strategy. Click on the intervention or strategy identified to edit or delete a record.' Below this, there are two main sections: 'CLI Interventions' and 'Status' (which is currently empty). The 'CLI Interventions' section contains a table with three rows:

CLI Interventions	Status	Date Updated
1. All Stars (Add Strategy)		1/26/2010 1:48:23 PM
2. Guiding Good Choices (Add Strategy)		1/26/2010 1:48:32 PM
3. Communities Mobilizing for Change on Alcohol (Add Strategy)		1/26/2010 1:49:00 PM

Each intervention row has an 'Add Strategy' link next to it, which is highlighted with an orange box. The last intervention row also has an 'Add Strategy' link highlighted with an orange box. There is also an orange box around the 'Return to CLI Part I' button at the top right of the page.

Sample screenshot displaying the Manage Implemented Interventions Listing Page

8. The **Intervention Name*** will be filled in for you.
9. Enter a name for the strategy in the **Strategy Name*** text box.
 *Note: If the intervention type was Single-Strategy Intervention the Strategy Name will be filled in for you.
10. Select the type of strategy using the **Strategy Type*** radio buttons.
 *Note: The selected Strategy Type will determine the sub-forms that will be completed in the CLI Part II.
11. Select the status of the strategy from the **Status*** dropdown menu.
 - a. Active: currently being implemented.
 - b. Discontinued: no longer being implemented.
 - c. Completed: completed or no longer in use.
 - i. If Completed is selected, enter the date the strategy was completed in the **Date Completed*** text box.
12. Click the **(Save)** button.
 *Note: Click the **(Cancel)** button to cancel this entry.
13. Click the **(Return to CLI Part I)** button.

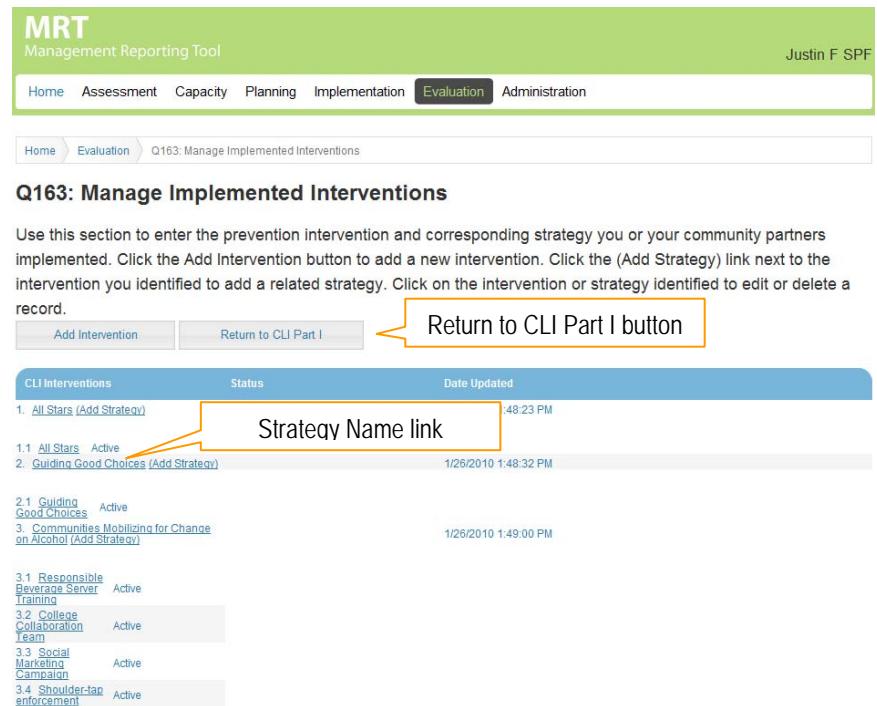


The screenshot shows the 'MRT Management Reporting Tool' interface. The top navigation bar includes links for Home, Assessment, Capacity, Planning, Implementation, Evaluation (which is highlighted), and Administration. Below the navigation is a breadcrumb trail: Home > Evaluation > Q163: Manage Implemented Interventions. The main content area is titled 'Q163: Manage Implemented Interventions' and contains a sub-section titled 'Manage Implemented Intervention Strategies'. It features fields for 'Intervention Name*' (set to 'Communities Mobilizing'), 'Strategy Name*' (set to '200 characters maximum.'), 'Strategy Type*' (with radio buttons for various types like Alternative Drug-free Activities, Community-Based Processes, etc., none of which are selected), and a 'Status*' dropdown menu set to 'Select One'. At the bottom of the form are 'Save' and 'Cancel' buttons, with the 'Save' button being highlighted by a large orange box.

Screenshot displaying the Add Strategy Edit Form

Editing a Strategy

1. Click **Evaluation** from the Menu.
2. Click **CLI Part I** from the Evaluation Landing Page.
3. Select the Sub-recipient community name from the **Sub-recipient*** dropdown menu.
**Note: This step is only needed if you are logged in as the Grantee modifying a Sub-recipient community's surveys.*
4. Select the appropriate reporting period from the **Reporting Period*** dropdown menu.
5. Click the  (View/Update Surveys) button.
6. Click the [Q163: Manage Implemented Interventions](#) (**Q163: Manage Implemented Interventions**) link.
7. From the Listing Page, select the strategy name you wish to edit by clicking the appropriate Strategy name.
8. Make any changes needed to the form.
9. Click the  (Save) button.
**Note: Click the  (Cancel) button to cancel this entry.*
10. Click the  (Return to CLI Part I) button.



CLI Interventions	Status	Date Updated
1. All Stars (Add Strategy)		4/8/2013 1:48:33 PM
2. Guiding Good Choices (Add Strategy)		1/26/2010 1:48:32 PM
2.1 Guiding Good Choices	Active	
3. Communities Mobilizing for Change on Alcohol (Add Strategy)		1/26/2010 1:49:00 PM
3.1 Responsible Beverage Server Training	Active	
3.2 College Collaboration Team	Active	
3.3 Social Marketing Campaign	Active	
3.4 Shoulder-tap enforcement	Active	

Sample screenshot displaying the Manage Implemented Interventions Listing Page

CLI Part I Submission

Once all of the CLI Part I surveys have been completed it can be submitted for review. The CLI Part I is submitted annually.

The screenshot shows the MRT Management Reporting Tool interface. At the top, there's a green header bar with the MRT logo and the text "Management Reporting Tool". On the right side of the header, it says "Justin F". Below the header is a navigation menu with links: Home, Assessment, Capacity, Planning, Implementation, Evaluation (which is highlighted in dark blue), and Administration. Underneath the menu, a breadcrumb trail shows "Home > Evaluation > CLI Part I". To the right of the breadcrumb trail is a link "CLI Part 1 Online Training Video". The main content area is titled "CLI Part 1". It contains a note: "Use this section to enter CLI Part I surveys for the current reporting period and view previously submitted CLI Part I surveys (Note: Questions 1-20 of the CLI Part I were completed by the state/tribe/jurisdiction representative). When all sections have been completed, you will be able to submit your CLI Part I for the current reporting period by clicking the \"Open the CLI Part I Submission Panel\" link. Please review your information before submitting since you will be unable to edit any information after submitting." Below this note is a red warning: "Note: Pop-up blockers must be disabled in order to view surveys." Further down, there are two dropdown menus: "Sub-recipient" set to "Substance Abuse Coalition" and "Reporting Period" set to "10/1/2009 - 9/30/2010 - Active". Below these is a button labeled "View/Update Surveys". The next section is a table titled "CLI Section" with columns for "CLI Section", "Complete/Incomplete", and "Date Modified". It lists several survey sections: "Administrative Survey", "Needs and Resource Assessment Survey", "Capacity Building Survey", "Strategic Plan Development Survey", "Prevention Intervention Implementation Survey", "Q163: Manage Implemented Interventions Monitoring and Evaluation Survey", and "Contextual Factors Survey". At the bottom of this table is a button labeled "Open the CLI Part I Submission Panel". An orange callout box points to this button with the text "Open the CLI Part I Submission Panel link".

CLI Part 1

Use this section to enter CLI Part I surveys for the current reporting period and view previously submitted CLI Part I surveys (Note: Questions 1-20 of the CLI Part I were completed by the state/tribe/jurisdiction representative). When all sections have been completed, you will be able to submit your CLI Part I for the current reporting period by clicking the "Open the CLI Part I Submission Panel" link. Please review your information before submitting since you will be unable to edit any information after submitting.

Note: Pop-up blockers must be disabled in order to view surveys.

CLI Section	Complete/Incomplete	Date Modified
Administrative Survey		
Needs and Resource Assessment Survey		
Capacity Building Survey		
Strategic Plan Development Survey		
Prevention Intervention Implementation Survey		
Q163: Manage Implemented Interventions Monitoring and Evaluation Survey		
Contextual Factors Survey		

Open the CLI Part I Submission Panel link

Sample screenshot displaying the CLI Part I Listing Page

7. Enter the contact information of the person submitting the CLI Part I in the following fields: **Name**, **Title**, **Phone**, and **Email**.
8. Use the **I have read...** checkbox to indicate you understand the submission process.
9. Click the  **(Submit)** button to submit the report.

*Note: Click the  **(Close Panel)** button to cancel the submission.

*Note: Once the  **(Submit)** button is selected, an email will be sent to the Contact person specified as well as the Grantee.

You are about to submit your CLI Part I for the reporting period: "10/1/2009 - 9/30/2010 - Active " Once you submit this information you will not have an opportunity to edit the CLI Part I.

Once submitted, the information will be reviewed by your project director. The project director will either accept the CLI Part I or request specific additions or modifications. If the CLI Part I is accepted, your work is done and you will receive feedback within 30 days of submission. If additions or modifications are requested, you will receive an email with specific instructions about what needs to be done. At that time, you will be given the ability to modify and resubmit your CLI Part I as instructed.

Name

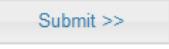
Title

Phone

Email



I have read and understand the submission instructions and process.

 **Submit >>**

Submit button

 **Close Panel >>**

Screenshot displaying the CLI Part I Submission Panel

CLI Part II

The CLI Part II module is to be completed by the Grantee's Sub-recipient communities.

Entering a Sub-Form Survey

1. Click **Evaluation** from the Menu.
2. Click **CLI Part II** from the Evaluation Landing Page.
3. Select the Sub-recipient community name from the **Sub-recipient*** dropdown menu.
**Note:* This step is only needed if you are logged in as the Grantee modifying a Sub-recipient community's surveys.
4. Select the appropriate reporting period from the **Reporting Period*** dropdown menu.
5. Click the **(View/Update Surveys)** button.
6. Click the **Sub-Form Surveys** tab.
7. Click the **(Begin Sub-Form)** link.
8. A new window will open displaying the Sub-Form survey.

MRT
Management Reporting Tool

Home Assessment Capacity Planning Implementation Evaluation Administration

Home Evaluation CLI Part 2

CLI Part 2 Online Training Video

CLI Part 2

Note: Please click the **View/Update Surveys** button to view surveys.

Sub-recipient: South End Healthy Coalition

Reporting Period: Beginning of Grant - 9/30/2009 - Active

View/Update Surveys

Sub-Form Surveys **Demographic Surveys**

Sub-Form Surveys	Complete/Incomplete	Date Updated	
1. Life Skills			
1.1 Life Skills - Active			
1.1.1 Life Skills - SubForm	Complete	3/17/2011	Delete
2. South End Intervention			
2.1 Guiding Good Choices - Active			
2.1.1 Guiding Good Choices - SubForm	Complete	3/18/2011	Delete
2.2 Life Skills Training - Active			
(Begin Sub-Form)			

[Open the CLI Part II Submission Panel](#)

Begin Sub-Form link

Sample screenshot displaying the CLI Part II Sub-Form Surveys Listing Page

- Answer each question by filling in the appropriate radio button, check boxes, or text field.
- Click the **Next** (Next) button to move to the next page or use the **Back** (Back) button to return to a previous page.
- Once you have answered all the questions, click the **Done** (Done) button.
- Click the **Close** (Close) button to close the window.

*Note: The Progress Bar at the top of each page shows how much of the survey has been completed.

Gathering of Native Americans--Alternative Drug Form

7. Which of the following best describes the implementation history of this prevention strategy? (Select one response.) *

Not implemented in the community prior to SPF SIG funding

Continuation of a prevention intervention with no change

Continuation of a prevention intervention with changes or adaptations

8. Does this prevention strategy include a curriculum or manual? By curriculum or manual, we mean a set of instructions about how to deliver the prevention intervention. This can be a pre-existing curriculum or manual created by the prevention intervention developer or a formal curriculum or manual developed by the community partner. (Select one response.) *

Yes

No

Back **Next** **Cancel**

Screenshot displaying one of the CLI Part II Sub-Form Surveys

Tips

- If you must exit the survey before finishing, all answers will automatically be saved. Upon return you will be taken to the last question answered.
- You will need to turn off your pop-up blocker in order to open the survey.
- Click the **View/Update Surveys** (View/Update Surveys) button to update the Status of your surveys

- Once you have started a Sub-Form survey, the Begin Sub-Form link will be replaced by the Sub-Form name. The Sub-Form name will be the [Strategy Name] - SubForm. This is a link to view or modify the Sub-Form survey.

Sub-Form Surveys	Complete/Incomplete	Date Updated
1. Life Skills		
1.1 Life Skills - Active		
1.1.1 Life Skills - SubForm		
2. South End Intervention		
2.1 Guiding Good Choices - Active		
2.1.1 Guiding Good Choices - SubForm	Complete	3/18/2011
2.2 Life Skills Training - Active (Begin Sub-Form)		

Sample screenshot displaying the CLI Part II Sub-Form Surveys Listing Page -this is a partial screenshot

Entering a Demographic Survey

1. Click Evaluation from the Menu.
2. Click CLI Part II from the Evaluation Landing Page.
3. Select the Sub-recipient community name from the Sub-recipient* dropdown menu.
*Note: This step is only needed if you are logged in as the Grantee modifying a Sub-recipient community's surveys.
4. Select the appropriate reporting period from the Reporting Period* dropdown menu.
5. Click the **(View/Update Surveys)** button.
6. Click the Demographics Surveys tab.
7. Click the **(Add Demographics)** link.

MRT
Management Reporting Tool

Home Assessment Capacity Planning Implementation **Evaluation** Administration

Home > Evaluation > CLI Part 2

CLI Part 2 Online Training Video

CLI Part 2

Note: Pop-up windows may occur when clicking on links or buttons. Please click the **View/Update Surveys** button to view surveys.

Sub-recipient: South End Healthy Coalition

Reporting Period: Beginning of Grant - 9/30/2009 - Active

View/Update Surveys

Sub-Form Surveys **Demographic Surveys**

	Complete/Incomplete	Date Updated
1. Life Skills		
1.1 Life Skills - Active		
1.1.1 Life Skills Demographics (Add Demographics)		
1.1.1.1 10/10/2010 - 12/10/2010 (Edit Dates)	Complete	3/17/2011
2. South End Intervention		
2.1 Guiding Good Choices - Active		
2.1.1 Guiding Good Choices Demographics (Add Demographics)		
2.1.1.1 10/10/2009 - 12/12/2009 (Edit Dates)	Complete	3/18/2011
2.1.2.2 1/11/2010 - 6/2/2010 (Edit Dates)	Incomplete	3/18/2011
2.2 Life Skills Training - Active		
2.2.1 Life Skills Training Demographics (Add Demographics)		

Add Demographics link

Open the CLI Part II Submission Panel

Sample screenshot displaying the CLI Part II Demographics Surveys Listing Page

8. Enter the timeframe in the **Begin Date*** and **End Date*** text boxes as mm/dd/yyyy or use the Calendar feature to select the date. (See the [Calendar Feature](#) section for additional details.)

9. Click the  **(Save)** button.

*Note: Click the  **(Close Panel)** button to cancel this entry

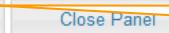
10. A new window will open displaying the Demographics survey.

Enter the dates for the time period for which you are entering data. For example, if you are entering data on a monthly basis, you would enter the dates for the beginning of the month through the end of the month.

Dates

Begin Date*

End Date*

Save  Save button

Screenshot displaying the first page of the Demographics Survey

11. Answer each question by filling in the appropriate radio button, check boxes, or text field.

12. Click the  **(Next)** button to move to the next page or use the  **(Back)** button to return to a previous page.

13. Once you have answered all the questions, click the  **(Done)** button.

14. Click the  **(Close)** button to close the window.

*Note: The Progress Bar at the top of each page shows how much of the survey has been completed.

49. Of the total number of **new participants** served by this prevention strategy during this reporting period (reported in question 45), indicate how many were Hispanic/Latino and how many were non-Hispanic/Latino. The number of Non-Hispanic/Latino, Hispanic/Latino, and unknown should add up to the total of new participants reported in question 45. This response should be written as a whole number (e.g., 4) and not expressed as a percentage.

49a. Hispanic/Latino:*

49b. Non-Hispanic/Latino:*

49c. Hispanic Ethnicity Unknown:*

Back Done Cancel

Navigation buttons

Screenshot displaying the Demographics Survey

Tips

- If you must exit the survey before finishing, all answers will automatically be saved. Upon return you will be taken to the last question answered.
- You will need to turn off your pop-up blocker in order to open the survey.
- Click the  **(View/Update Surveys)** button to update the Status of your surveys.

CLI Part II Submission

Once all of the CLI Part II surveys have been completed it can be submitted for review. The CLI Part II is submitted every six (6) months.

The screenshot shows the MRT Management Reporting Tool interface. At the top, there's a green header bar with the MRT logo and the text "Management Reporting Tool". On the right side of the header, it says "Justin F SPF". Below the header, there's a navigation menu with links: Home, Assessment, Capacity, Planning, Implementation, Evaluation (which is highlighted in dark blue), and Administration. Underneath the menu, a breadcrumb trail shows "Home > Evaluation > CLI Part 2". To the right of the breadcrumb trail, there's a link "CLI Part 2 Online Training Video". The main content area is titled "CLI Part 2". It contains a note: "Use this section to enter CLI Part II surveys for the current reporting period and view previously submitted CLI Part II surveys. When all sections have been completed, you will be able to submit your CLI Part II for the reporting period listed below. Please review your information before submitting since you will be unable to edit any information after submitting." Below this note, there's a red warning message: "Note: Pop-up blockers must be disabled in order to view surveys." The page has two tabs at the bottom: "Sub-Form Surveys" (which is selected) and "Demographic Surveys". The "Sub-Form Surveys" tab displays a table of survey items. The table has columns for "Sub-Form Surveys", "Complete/Incomplete", and "Date Updated". There are four rows of data:

Sub-Form Surveys	Complete/Incomplete	Date Updated
1. Life Skills 1.1 Life Skills - Active 1.1.1 Life Skills - SubForm	Complete	3/23/2011
2. South End Intervention 2.1 Guiding Good Choices - Active 2.1.1 Guiding Good Choices - SubForm	Complete	3/18/2011
2.2 Life Skills Training - Active 2.2.1 Life Skills Training - SubForm	Complete	3/23/2011
2.3 Across Ages - Active 2.3.1 Across Ages - SubForm		

At the bottom left of the table, there's a button "Open the CLI Part II Submission Panel". An orange callout box with the text "Open the CLI Part II Submission Panel link" points to this button. The entire screenshot is enclosed in a large orange border.

Sample screenshot displaying the CLI Part II Sub-form Surveys Listing Page

- Enter the contact information of the person submitting the CLI Part II in the following fields: **Name**, **Title**, **Phone**, and **Email**.
- Use the **I have read...** checkbox to indicate you understand the submission process.
- Click the **Submit** button to submit the report.

*Note: Click the **Close Panel** button to cancel the submission.

*Note: Once the **Submit >>** (Submit) button is selected, an email will be sent to the Contact person specified as well as the Grantee.

Once submitted, the information will be reviewed by your project director. The project director will either accept the CLI Part II or request specific additions or modifications. If the CLI Part II is accepted, your work is done and you will receive feedback within 30 days of submission. If additions or modifications are requested, you will receive an email with specific instructions about what needs to be done. At that time, you will be given the ability to modify and resubmit your CLI Part II as instructed.

CLI Part II Submission

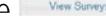
Name	<input type="text"/>
Title	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>
I have read and understand the submission instructions and process. <input type="checkbox"/>	
<input type="button" value="Submit"/> <input type="button" value="Close Panel"/>	

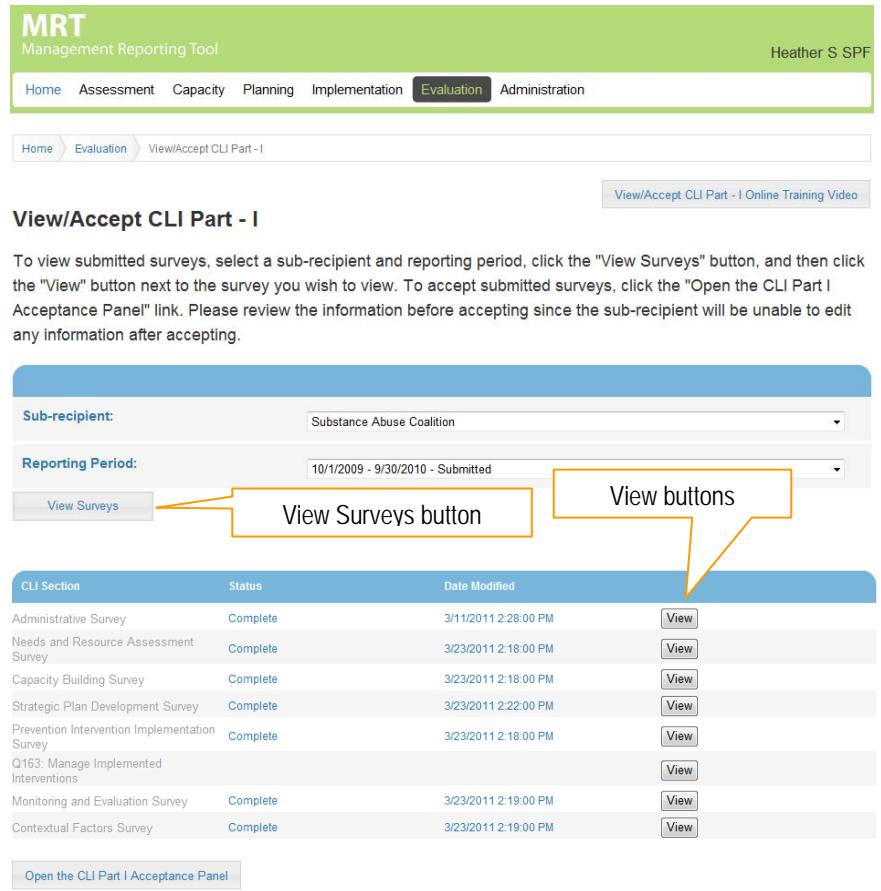
Screenshot displaying the CLI Part II Submission Panel

View/Accept CLI Part - I

The View/Accept CLI Part I module is used to view submitted CLI Part I Sub-recipient surveys to either request revision or accept it.

Viewing a Submitted CLI Part I

1. Click **Evaluation** from the Menu.
2. Click **View/Accept CLI Part - I** from the Evaluation Landing Page.
3. Select the Sub-recipient community name from the **Sub-recipient*** dropdown menu.
4. Select the appropriate reporting period from the **Reporting Period*** dropdown menu.
5. Click the  **(View Surveys)** button.
6. Click the  **(View)** button to the right of the survey you wish to view.
 - a. If you click the  **(View)** button to the right of [Q163: Manage Implemented Interventions](#), you will be taken to the **Q163: Manage Implemented Interventions View** Listing Page. Click the name of the Intervention or Strategy Name to view the details.
7. A new window will open displaying the survey.
8. Click the  **(Done)** button to close the survey window.



The screenshot shows the MRT (Management Reporting Tool) interface. At the top, there's a navigation bar with links for Home, Assessment, Capacity, Planning, Implementation, Evaluation (which is highlighted in blue), and Administration. Below the navigation bar, the page title is "View/Accept CLI Part - I". On the left, there are dropdown menus for "Sub-recipient" (set to "Substance Abuse Coalition") and "Reporting Period" (set to "10/1/2009 - 9/30/2010 - Submitted"). Below these are two buttons: "View Surveys" (highlighted with an orange box and arrow) and "View" (highlighted with an orange box and arrow). The main content area displays a table of survey results with columns for "CLI Section", "Status", and "Date Modified". Each row has a "View" button on the far right. The table includes rows for: Administrative Survey (Complete, 3/11/2011 2:28:00 PM), Needs and Resource Assessment Survey (Complete, 3/23/2011 2:18:00 PM), Capacity Building Survey (Complete, 3/23/2011 2:18:00 PM), Strategic Plan Development Survey (Complete, 3/23/2011 2:22:00 PM), Prevention Intervention Implementation Survey (Complete, 3/23/2011 2:18:00 PM), Q163: Manage Implemented Interventions (Complete, 3/23/2011 2:19:00 PM), Monitoring and Evaluation Survey (Complete, 3/23/2011 2:19:00 PM), and Contextual Factors Survey (Complete, 3/23/2011 2:19:00 PM). At the bottom of the table area is a link "Open the CLI Part I Acceptance Panel".

Sample screenshot displaying the View/Accept CLI Part I Listing Page

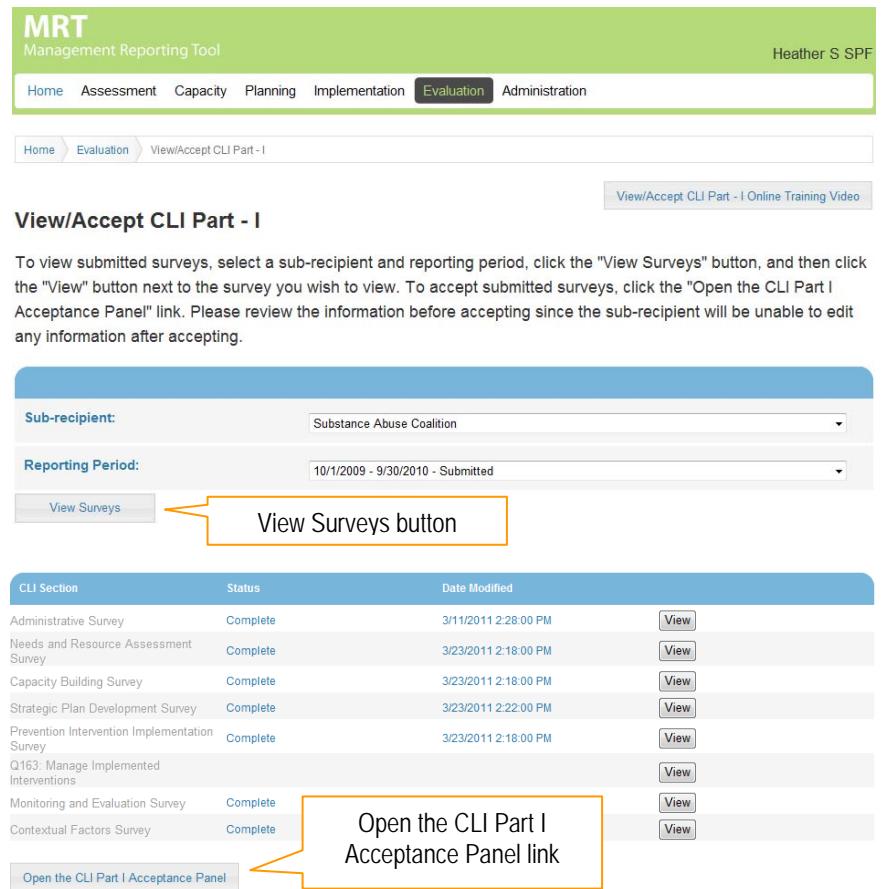
Tips

- You will need to turn off your pop-up blocker in order to open the survey.

Accepting a Submitted CLI Part I

1. Click **Evaluation** from the Menu.
2. Click **View/Accept CLI Part - I** from the Evaluation Landing Page.
3. Select the Sub-recipient community name from the **Sub-recipient*** dropdown menu.
4. Select the appropriate reporting period from the **Reporting Period*** dropdown menu.
5. Click the  **(View Surveys)** button.
6. Click the  **(Open the CLI Part I Acceptance Panel)** button.

*Note: Only a user with a role of "Project Director" will have access to the  **(Open the CLI Part I Acceptance Panel)** button.



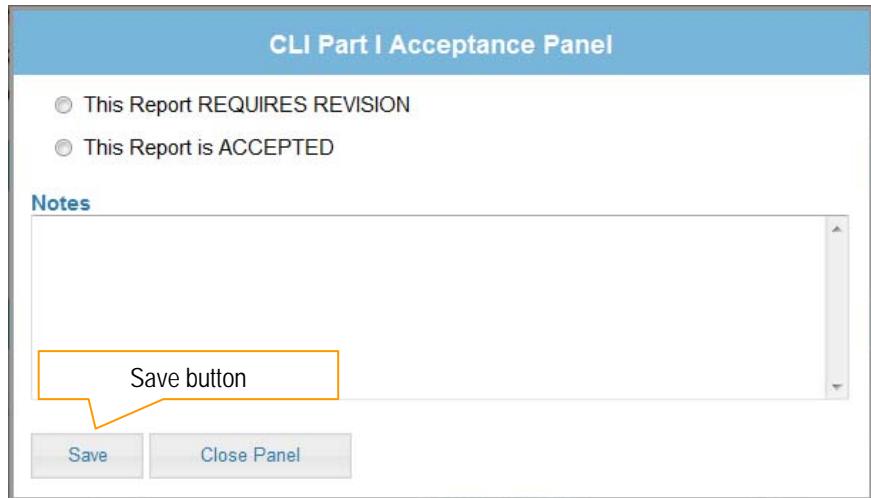
The screenshot shows the MRT Management Reporting Tool interface. At the top, the logo 'MRT Management Reporting Tool' is visible, along with a user profile for 'Heather S SPF'. The navigation menu includes Home, Assessment, Capacity, Planning, Implementation, Evaluation (which is selected), and Administration. Below the menu, a breadcrumb trail shows 'Home > Evaluation > View/Accept CLI Part - I'. A video link 'View/Accept CLI Part - I Online Training Video' is also present. The main content area is titled 'View/Accept CLI Part - I'. It contains instructions for viewing submitted surveys and accepting them. A table lists survey details: CLI Section (Administrative Survey, Needs and Resource Assessment Survey, Capacity Building Survey, Strategic Plan Development Survey, Prevention Intervention Implementation Survey, Q163: Manage Implemented Interventions, Monitoring and Evaluation Survey, Contextual Factors Survey), Status (Complete, Complete, Complete, Complete, Complete, Complete, Complete, Complete), and Date Modified (3/11/2011 2:28:00 PM, 3/23/2011 2:18:00 PM, 3/23/2011 2:18:00 PM, 3/23/2011 2:22:00 PM, 3/23/2011 2:18:00 PM, 3/23/2011 2:18:00 PM, 3/23/2011 2:18:00 PM, 3/23/2011 2:18:00 PM). Buttons for 'View' are provided for each survey row. A yellow box highlights the 'View Surveys' button and the 'Open the CLI Part I Acceptance Panel' link.

Sample screenshot displaying the View/Accept CLI Part I Listing Page

7. Using the radio buttons, select the acceptance status.
8. If desired, enter any notes needed for the Sub-recipient community in the **Notes** field.
9. Click the  **(Save)** button.

*Note: Click the  **(Close Panel)** button to cancel the acceptance.

*Note: Once the  **(Save)** button is selected, an email will be sent to the Grantee as well as the Sub-recipient community.



Screenshot displaying the CLI Part I Acceptance Panel

Tips

- If there is no reporting period within the Reporting Period dropdown list, it means the Sub-recipient community has not submitted their CLI Part I yet.
- Once a CLI Part I is accepted, the  **(Open the CLI Part I Acceptance Panel)** button will no longer be available for the accepted reporting period.

View/Accept CLI Part - II

The View/Accept CLI Part II module is used to view submitted CLI Part II Sub-recipient sub-forms and demographics to either request revision or accept it.

[View/Accept CLI Part - II Online Training Video](#)

View/Accept CLI Part - II

To view submitted surveys, select a sub-recipient and reporting period, click the "View Surveys" button, and then click the "View" button next to the survey you wish to view. To accept submitted surveys, click the "Open the CLI Part II Acceptance Panel" link. Please review the information before accepting since the sub-recipient will be unable to edit any information after accepting.

Sub-recipient: Substance Abuse Coalition

Reporting Period: 10/1/2009 - 3/31/2010 - Submitted

View Surveys **View Surveys button**

Sub-Form Surveys **Demographic Surveys** **Sub-Form Surveys button**

Sub-Form Surveys	Demographic Surveys	
1. All Stars		
1.1 All Stars - Active		
1.1.1 All Stars - SubForm	Complete	3/17/2011 10:19:55 AM
2. Guiding Good Choices		
2.1 Guiding Good Choices - Active		
2.1.1 Guiding Good Choices - SubForm	Complete	3/17/2011 10:20:39 AM
3. Communities Mobilizing for Change on Alcohol		
3.1 Responsible Beverage Server Training - Active		
3.1.1 Responsible Beverage Server Training - SubForm	Complete	3/9/2011 3:32:06 PM
3.2 College Collaboration Team - Active		
3.2.1 College Collaboration Team - SubForm	Complete	3/17/2011 10:22:33 AM
3.3 Social Marketing Campaign - Active		
3.3.1 Social Marketing Campaign - SubForm	Complete	3/17/2011 10:23:18 AM
3.4 Shoulder-tap enforcement - Active		

View buttons

View

View

View

[Open the CLI Part II Acceptance Panel](#)

Sample screenshot displaying the View/Accept CLI Part II Listing Page with Sub-Form Surveys selected

Tips

- You will need to turn off your pop-up blocker in order to open the sub-form survey.

View/Accept CLI Part - II

To view submitted surveys, select a sub-recipient and reporting period, click the "View Surveys" button, and then click the "View" button next to the survey you wish to view. To accept submitted surveys, click the "Open the CLI Part II Acceptance Panel" link. Please review the information before accepting since the sub-recipient will be unable to edit any information after accepting.

The screenshot shows a web-based application for managing submitted surveys. At the top, there are dropdown menus for "Sub-recipient" (set to "Substance Abuse Coalition") and "Reporting Period" (set to "10/1/2009 - 3/31/2010 - Submitted"). Below these are two buttons: "View Surveys" and "Demographic Surveys". The "Demographic Surveys" button is highlighted with a yellow box and an arrow pointing to it from the text "Demographic Surveys button". The "View Surveys" button is also highlighted with a yellow box and an arrow pointing to it from the text "View Surveys button". A third yellow box highlights the "View" buttons located to the right of each survey entry in the list below. The list itself contains several entries, each with a survey name, its status, and a "View" button. The first entry is "1. All Stars" with status "Complete" and a "View" button. The second entry is "2. Guiding Good Choices" with status "Complete" and a "View" button. The third entry is "3. Communities Mobilizing for Change on Alcohol" with status "Complete" and a "View" button. The fourth entry is "3.1 Responsible Beverage Server Training - Active" with status "Complete" and a "View" button. The fifth entry is "3.1.1 9/15/2010 - 12/8/2010" with status "Complete" and a "View" button. The sixth entry is "3.2 College Collaboration Team - Active" with status "Complete" and a "View" button. The seventh entry is "3.3 Social Marketing Campaign - Active" with status "Complete" and a "View" button. The eighth entry is "3.3.1 3/10/2010 - 9/1/2010" with status "Complete" and a "View" button. The ninth entry is "3.3.1.1 7/18/2010 - 12/12/2010" with status "Complete" and a "View" button. The tenth entry is "3.4 Shoulder-tap enforcement - Active" with status "Complete" and a "View" button. The eleventh entry is "3.4.1 Shoulder-tap enforcement Demographics" with status "Complete" and a "View" button. At the bottom of the list is a link "Open the CLI Part II Acceptance Panel".

Sample screenshot displaying the View/Accept CLI Part II Listing Page with Demographic Surveys selected

Tips

- You will need to turn off your pop-up blocker in order to open the sub-form survey.

[View/Accept CLI Part - II Online Training Video](#)

View/Accept CLI Part - II

To view submitted surveys, select a sub-recipient and reporting period, click the "View Surveys" button, and then click the "View" button next to the survey you wish to view. To accept submitted surveys, click the "Open the CLI Part II Acceptance Panel" link. Please review the information before accepting since the sub-recipient will be unable to edit any information after accepting.

The screenshot shows the 'View/Accept CLI Part - II' page. At the top, there are dropdown menus for 'Sub-recipient' (set to 'Substance Abuse Coalition') and 'Reporting Period' (set to '10/1/2009 - 3/31/2010 - Submitted'). Below these are two buttons: 'View Surveys' (highlighted with an orange arrow) and 'Open the CLI Part II Acceptance Panel'. A callout box points to the 'View Surveys' button with the text 'View Surveys button'. The main content area displays a table of survey submissions:

Sub-Form Surveys			
1. All Stars	1.1 All Stars - Active	1.1.1 All Stars - SubForm	Complete
2. Guiding Good Choices	2.1 Guiding Good Choices - Active	2.1.1 Guiding Good Choices - SubForm	Complete
3. Communities Mobilizing for Change on Alcohol	3.1 Responsible Beverage Server Training - Active	3.1.1 Responsible Beverage Server Training - SubForm	Complete
3.2 College Collaboration Team - Active	3.2.1 College Collaboration Team - SubForm	Complete	3/17/2011 10:22:33 AM
3.3 Social Marketing Campaign - Active	3.3.1 Social Marketing Campaign - SubForm	Complete	3/17/2011 10:22:33 AM
3.4 Shoulder-tap enforcement - Active			3/17/2011 10:22:33 AM

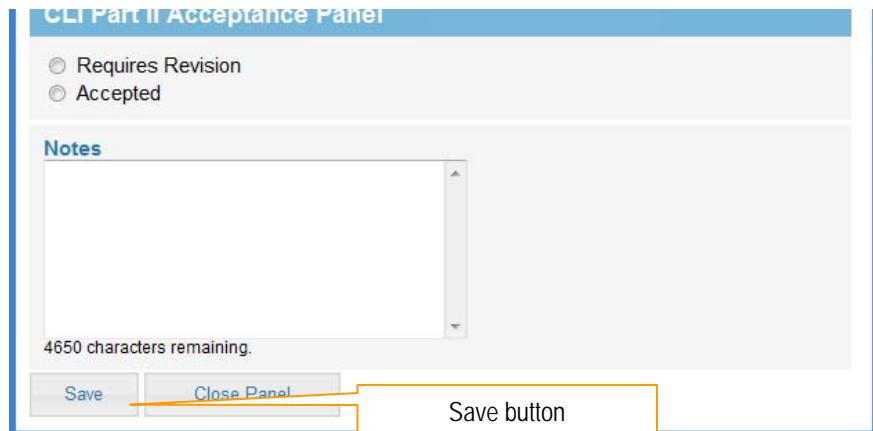
A callout box points to the 'Open the CLI Part II Acceptance Panel' link at the bottom left with the text 'Open the CLI Part II Acceptance Panel link'.

Sample screenshot displaying the View/Accept CLI Part II Listing Page

7. Using the radio buttons, select the acceptance status.
8. If desired, enter any notes needed for the Sub-recipient community in the **Notes** field.
9. Click the  **(Save)** button.

*Note: Click the  **(Close Panel)** button to cancel the acceptance.

*Note: Once the  **(Save)** button is selected, an email will be sent to the Grantee as well as the Sub-recipient community.



Screenshot displaying the CLI Part II Acceptance Panel

Tips

- If there is no reporting period within the Reporting Period dropdown list, it means the Sub-recipient community has not submitted their CLI Part II yet.
- Once a CLI Part II is accepted, the  **(Open the CLI Part II Acceptance Panel)** button will no longer be available for the accepted reporting period.

Participant Level Instrument (PLI)

The Participant Level Instrument (PLI) module allows the user to identify the instruments given to participants, identify the participants responding to the survey instruments, and enter the PLI data responses from the individual participants. The PLI is due every six (6) months.

Identify Instrument

The Identify Instrument module allows the user to identify the instrument used with an implemented strategy name/type from CLI Part I.

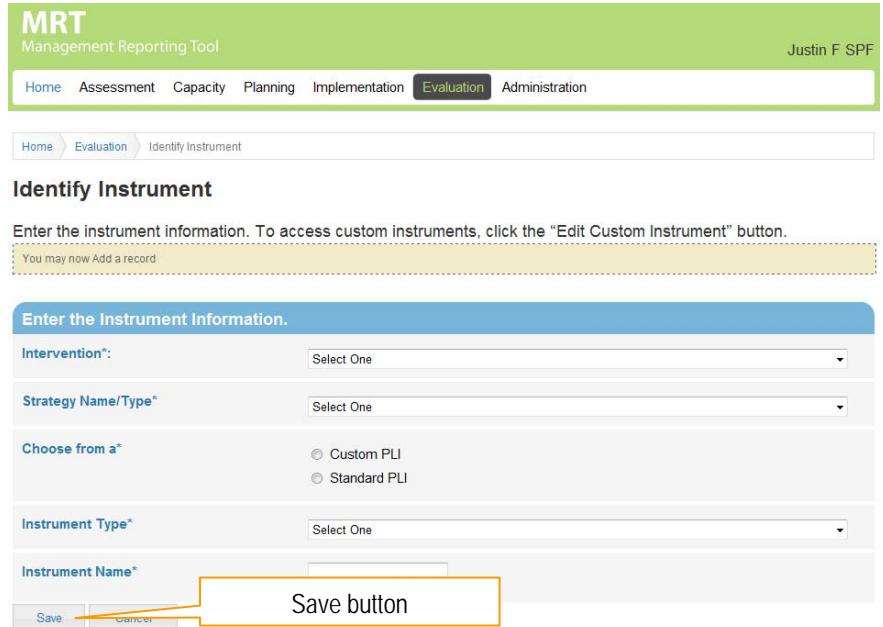
1. Click **Evaluation** from the Menu.
2. Click **Participant Level Instrument (PLI)** from the Evaluation Landing Page.
3. Click **Identify Instrument** from the Participant Level Instrument (PLI) Landing Page.
4. Select the Sub-recipient community name from the **Sub-recipient*** dropdown menu.
5. Click the **Add Instrument** (Add Instrument) button.

To get started, first choose the instrument you are using under Identify Instrument. Once the instrument has been saved, add the participants who will be responding to the instrument under Identify Participants. Finally, enter the instrument responses under Enter My PLI Data. Grantee Evaluators may upload data under Upload My PLI Data.

Instrument Name	Strategy Name/Type	Survey Type
Standard Youth PLI	Guiding Good Choices-Prevention Education	Youth PLI
Custom Youth	Responsible Beverage Server Training-Environmental Strategies	Youth PLI

Sample screenshot displaying the Identify Instrument Listing Page

6. Select the intervention name from the **Intervention*** dropdown menu.
 *Note: The Intervention list is populated from the interventions that were entered in the [Q163: Manage Implemented Interventions](#) section.
7. Select the strategy name from the **Strategy Name/Type*** dropdown menu.
 *Note: The Strategy Name list is populated from the strategies that were entered in the [Q163: Manage Implemented Interventions](#) section.
8. Select whether the survey instrument will be a *Custom PLI* survey or the *Standard PLI* survey using the **Choose from a*** radio buttons.
 *Note: If *Custom PLI* is selected, see the [Edit Custom Instrument](#) section for additional instructions.
9. Select the type of survey instrument from the **Instrument Type*** dropdown menu.
10. If you selected that the survey instrument was a *Custom PLI*, enter a name for the survey instrument in the **Instrument Name*** text box.
 *Note: If you selected that the survey instrument was a *Standard PLI*, the **Instrument Name** will be filled in for you with the Instrument Type name.
11. Click the  **(Save)** button.
 *Note: Click the  **(Cancel)** button to cancel this entry.
12. From the Identify Instrument Listing Page, click the  **(Return to PLI Menu)** button.



The screenshot shows the 'Identify Instrument' form in the MRT Management Reporting Tool. At the top, there's a navigation bar with 'Home', 'Assessment', 'Capacity', 'Planning', 'Implementation', 'Evaluation' (which is highlighted in dark blue), and 'Administration'. Below the navigation is a breadcrumb trail: 'Home > Evaluation > Identify Instrument'. The main section is titled 'Identify Instrument' and contains a message: 'Enter the instrument information. To access custom instruments, click the "Edit Custom Instrument" button.' A note below says 'You may now Add a record'. The form itself has several input fields: 'Intervention*' (dropdown), 'Strategy Name/Type*' (dropdown), 'Choose from a*' (radio buttons for 'Custom PLI' and 'Standard PLI'), 'Instrument Type*' (dropdown), and 'Instrument Name*' (text input field). At the bottom are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by an orange box.

Screenshot displaying the Identify Instrument Edit Form

Tips

- There are four (4) unique surveys that can be entered/saved for a strategy name/type: Standard Adult, Standard Youth, Custom Adult, or Custom Youth. You will not be able to enter more than four (4) surveys per strategy name/type.
- The Standard version of the survey contains all of the questions available for that instrument. The Customized survey allows the user to select a particular set of those questions. For example, if the survey the participants completed only included the questions related to Alcohol then the data entry person could Customize the survey to include only the Alcohol questions and remove all of the 30 day use marijuana, tobacco, other drugs, etc questions. This is a good time saver for the data entry person because it allows the online version to look the same as the paper version the participant completed. (Note: All Demographics questions must be included on all surveys; even customized ones.)

Edit Custom Instrument

The Edit Custom Instrument button provides the ability to remove and reorder questions on the Standard survey.

1. From the Identify Instrument Listing Page, select the survey instrument you wish to edit a custom instrument for by clicking the appropriate Instrument Name.

2. Click the **Edit Custom Instrument** (Edit Custom Instrument) button.

*Note: This button will only be available when the Instrument Name is in edit mode.

3. A new window will open displaying the Standard survey.

4. To exclude a question from the survey, uncheck the checkbox to the right of the appropriate question from the Include column.

*Note: The first several fields are required for every survey and cannot be removed from the survey. The Include column shows the checkboxes "grayed" out so they cannot be removed.

- a. To include a question into the survey, ensure the checkbox from the Include column is checked.

5. To reorder the questions, enter the appropriate number in the text box to the right of the appropriate question from the Order column.

6. Click the **Preview** (Preview) button to update the survey.

*Note: The excluded questions will appear at the bottom of the survey. You may still include the questions if need be.

7. Click the **Save** (Save) button.

*Note: Click the **Cancel** (Cancel) button to cancel this entry.

Identify Instrument

Enter the instrument information. To access custom instruments, click the "Edit Custom Instrument" button.

You may now Edit this record

Enter the Instrument Information.

Intervention*	Communities Mobilizing for Change on Alcohol
Strategy Name/Type*	Responsible Beverage Server Training-Environmental Strategies
Choose from a*	<input checked="" type="radio"/> Custom PLI <input type="radio"/> Standard PLI
Instrument Type*	Instrument Type
Instrument Name*	Instrument Name
Edit Custom Instrument button	
Save	Cancel
Delete	

Sample screenshot displaying the Identify Instrument Edit Form

The screenshot shows a Windows Internet Explorer window titled 'Customize Survey'. The page displays a table with three rows of survey questions. The first row contains fields for 'Participant ID*' and 'Cohort/Grant ID*'. The second row contains a field for 'Date Completed (Month)*'. To the right of each question is a 'Include' checkbox and an 'Order' text box. The 'Include' checkboxes for the first two rows are checked, while the third is unchecked. The 'Order' text boxes contain the values 1, 2, and 3 respectively. Orange arrows point from the labels 'Included column' and 'Order column' to their respective columns in the table. The URL in the browser address bar is <http://ditctraining.kitsolutions.net/PLI/CustomizeSurvey.aspx?token=78554104EC1168342729F0A1D1061C3>.

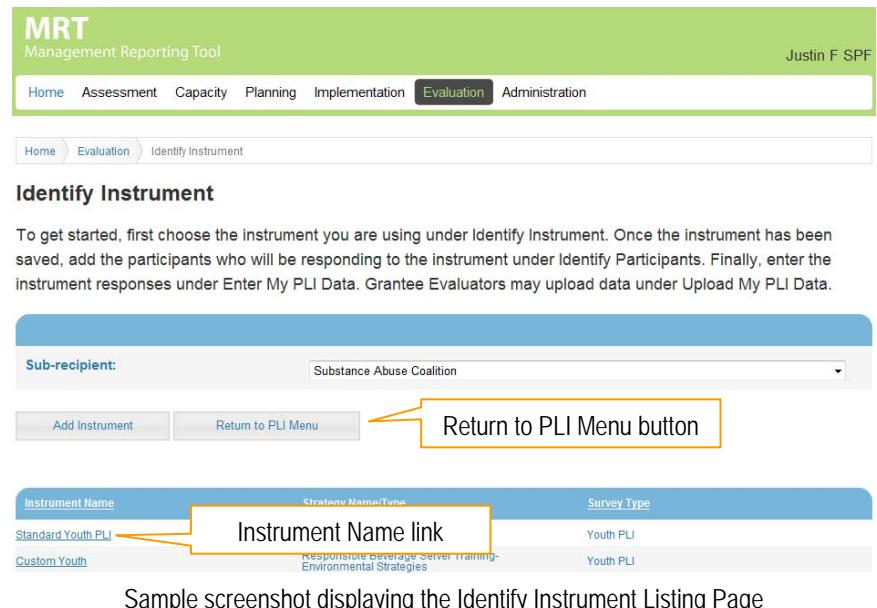
Sample screenshot displaying the Customize Survey Edit Form

Tips

- You will need to turn off your pop-up blocker in order to open the Customize Survey.

Editing an Instrument

1. Click **Evaluation** from the Menu.
2. Click **Participant Level Instrument (PLI)** from the Evaluation Landing Page.
3. Click **Identify Instrument** from the Participant Level Instrument (PLI) Landing Page.
4. Select the Sub-recipient community name from the **Sub-recipient*** dropdown menu.
5. From the Identify Instrument Listing Page, select the survey instrument you wish to edit by clicking the appropriate Instrument Name.
6. Make any changes needed to the form.
7. Click the  (Save) button.
*Note: Click the  (Cancel) button to cancel this entry.
8. From the Identify Instrument Listing Page, click the  (Return to PLI Menu) button.

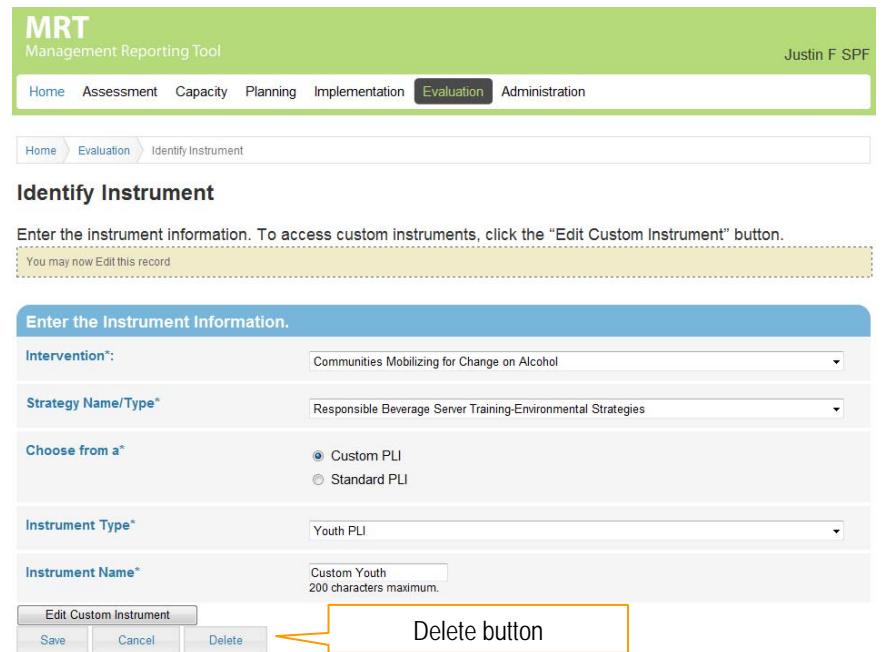


The screenshot shows the 'Identify Instrument' page of the MRT Management Reporting Tool. At the top, there's a navigation bar with links for Home, Assessment, Capacity, Planning, Implementation, Evaluation (which is highlighted), and Administration. Below the navigation is a breadcrumb trail: Home > Evaluation > Identify Instrument. The main content area is titled 'Identify Instrument'. It contains a sub-recipient dropdown set to 'Substance Abuse Coalition', two buttons ('Add Instrument' and 'Return to PLI Menu'), and a table of survey instruments. The table has three columns: 'Instrument Name', 'Strategy Name/Type', and 'Survey Type'. The first row in the table is highlighted with an orange box and labeled 'Instrument Name link'. The second row is labeled 'Standard Youth PLI'. The third row is labeled 'Custom Youth' and includes the text 'Responsible Beverage Server Training-Environmental Strategies'. The 'Survey Type' column for all rows is 'Youth PLI'.

Sample screenshot displaying the Identify Instrument Listing Page

Deleting an Instrument

1. Click **Evaluation** from the Menu.
2. Click **Participant Level Instrument (PLI)** from the Evaluation Landing Page.
3. Click **Identify Instrument** from the Participant Level Instrument (PLI) Landing Page.
4. Select the Sub-recipient community name from the **Sub-recipient*** dropdown menu.
5. From the Identify Instrument Listing Page, select the survey instrument you wish to delete by clicking the appropriate Instrument Name.
6. Click the  (Delete) button.
Note: Click the  (Cancel) button to cancel this entry.
7. The record will be removed from the grid.
8. From the Identify Instrument Listing Page, click the  (Return to PLI Menu) button.



MRT
Management Reporting Tool

Home Assessment Capacity Planning Implementation **Evaluation** Administration

Home > Evaluation > Identify Instrument

Identify Instrument

Enter the instrument information. To access custom instruments, click the "Edit Custom Instrument" button.

You may now Edit this record

Enter the Instrument Information.

Intervention*: Communities Mobilizing for Change on Alcohol

Strategy Name/Type*: Responsible Beverage Server Training-Environmental Strategies

Choose from a*: Custom PLI Standard PLI

Instrument Type*: Youth PLI

Instrument Name*: Custom Youth
200 characters maximum.

Edit Custom Instrument

Save Cancel **Delete**

Delete button

Sample screenshot displaying the Identify Instrument Edit Form

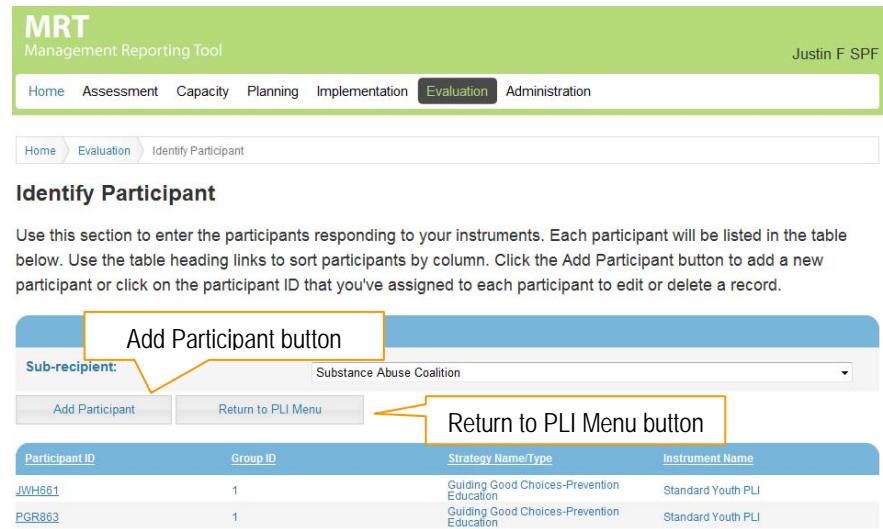
Tips

- Once participant responses are associated with a survey instrument, the instrument information cannot be modified or deleted.

Identify Participant

The Identify Participant module allows the user to identify the participants who are responding to the PLI.

1. Click **Evaluation** from the Menu.
2. Click **Participant Level Instrument (PLI)** from the Evaluation Landing Page.
3. Click **Identify Participant** from the Participant Level Instrument (PLI) Landing Page.
4. Select the Sub-recipient community name from the **Sub-recipient*** dropdown menu.
5. Click the  (Add Participant) button.

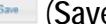
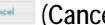


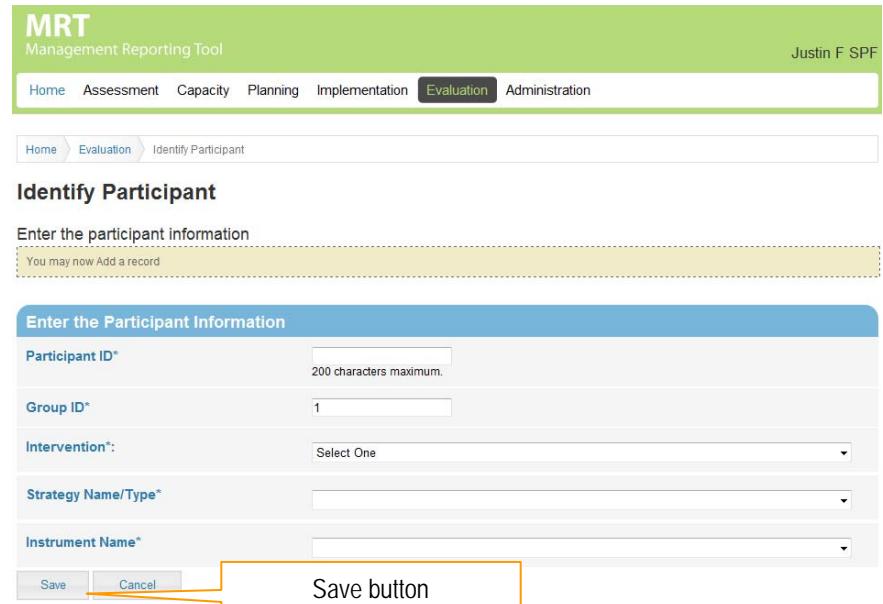
MRT
Management Reporting Tool
Home Assessment Capacity Planning Implementation **Evaluation** Administration
Home > Evaluation > Identify Participant

Add Participant button
Sub-recipient: Substance Abuse Coalition
Add Participant Return to PLI Menu

Participant ID	Group ID	Strategy Name/Type	Instrument Name
JWH661	1	Guiding Good Choices-Prevention Education	Standard Youth PLI
PGR863	1	Guiding Good Choices-Prevention Education	Standard Youth PLI

Sample screenshot displaying the Identify Participant Listing Page

6. Enter the participant identification in the **Participant ID*** text box.
7. Enter the group identification in the **Group ID*** text box.
Note: The Group ID is a required field and is defaulted to 1 because not all Grantees/Sub-recipients will use group identification.
8. Select the intervention from the **Intervention*** dropdown menu.
Note: The Strategy Name list is populated from the strategies that were entered in the [Q163: Manage Implemented Interventions](#) section.
9. Select the strategy name from the **Strategy Name/Type*** dropdown menu.
Note: The Strategy Name list is populated from the strategies that were entered in the [Q163: Manage Implemented Interventions](#) section.
10. Select the survey instrument from the **Instrument Name*** dropdown menu.
Note: If there are no instruments in the dropdown menu, no instruments have been associated with the Strategy Name yet. This can be done using the [Identify Instrument](#) form.
11. Click the  (Save) button.
Note: Click the  (Cancel) button to cancel this entry.
12. From the Identify Participant Listing Page, click the  (Return to PLI Menu) button.



MRT
Management Reporting Tool
Home Assessment Capacity Planning Implementation **Evaluation** Administration
Home > Evaluation > Identify Participant

Identify Participant
Enter the participant information
You may now Add a record

Enter the Participant Information

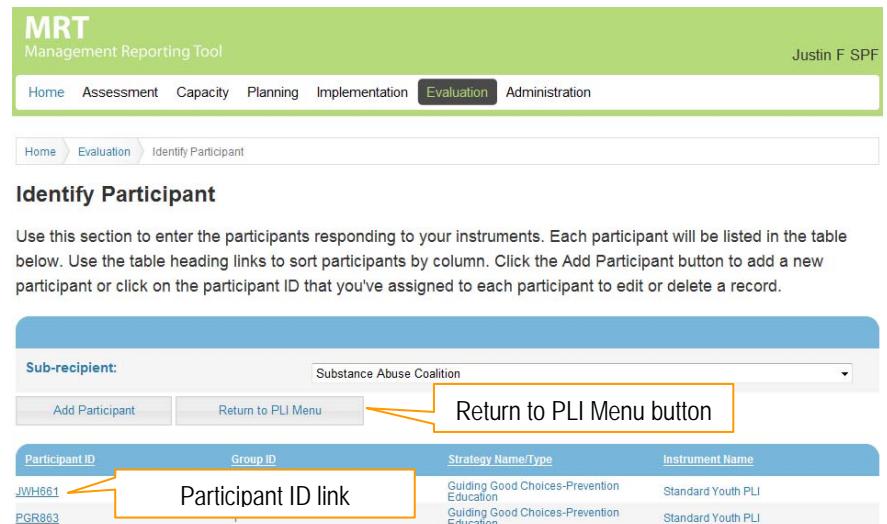
Participant ID*	200 characters maximum.
Group ID*	1
Intervention*	Select One
Strategy Name/Type*	
Instrument Name*	

Save Cancel **Save button**

Sample screenshot displaying the Identify Participant Edit Form

Editing a Participant

1. Click **Evaluation** from the Menu.
2. Click **Participant Level Instrument (PLI)** from the Evaluation Landing Page.
3. Click **Identify Participant** from the Participant Level Instrument (PLI) Landing Page.
4. Select the Sub-recipient community name from the **Sub-recipient*** dropdown menu.
5. From the Identify Instrument Listing Page, select the participant you wish to edit by clicking the appropriate Participant ID.
6. Make any changes needed to the form.
7. Click the  (Save) button.
*Note: Click the  (Cancel) button to cancel this entry.
8. From the Identify Participant Listing Page, click the  (Return to PLI Menu) button.



MRT
Management Reporting Tool

Home Assessment Capacity Planning Implementation **Evaluation** Administration

Home > Evaluation > Identify Participant

Identify Participant

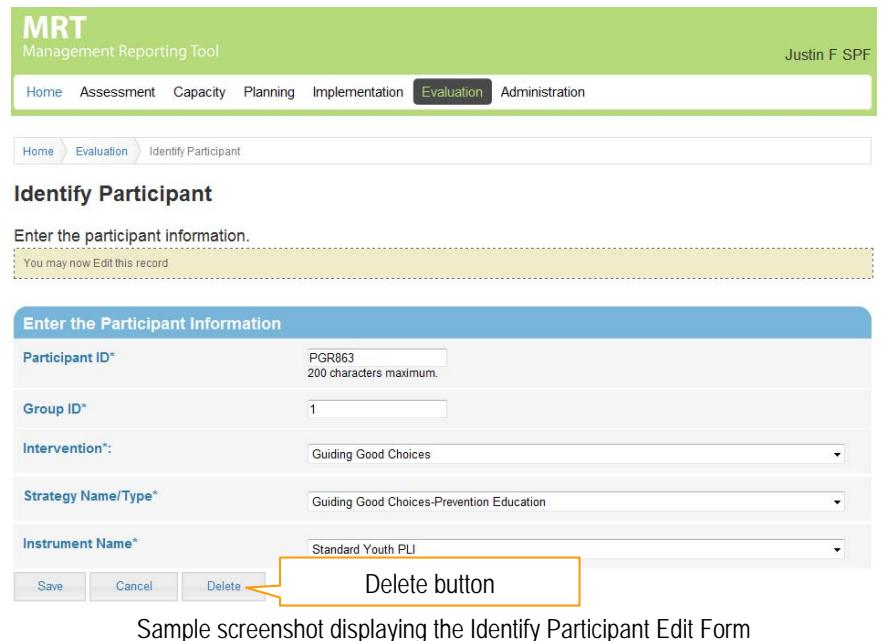
Use this section to enter the participants responding to your instruments. Each participant will be listed in the table below. Use the table heading links to sort participants by column. Click the Add Participant button to add a new participant or click on the participant ID that you've assigned to each participant to edit or delete a record.

Participant ID	Group ID	Strategy Name/Type	Instrument Name
JWH661		Guiding Good Choices-Prevention Education	Standard Youth PLI
PGR863		Guiding Good Choices-Prevention Education	Standard Youth PLI

Sample screenshot displaying the Identify Participant Listing Page

Deleting a Participant

1. Click **Evaluation** from the Menu.
2. Click **Participant Level Instrument (PLI)** from the Evaluation Landing Page.
3. Click **Identify Participant** from the Participant Level Instrument (PLI) Landing Page.
4. Select the Sub-recipient community name from the **Sub-recipient*** dropdown menu.
5. From the Identify Instrument Listing Page, select the participant you wish to delete by clicking the appropriate Participant ID.
6. Click the  (Delete) button.
*Note: Click the  (Cancel) button to cancel this entry.
7. The record will be removed from the grid.
8. From the Identify Participant Listing Page, click the  (Return to PLI Menu) button.



The screenshot shows the 'Identify Participant' edit form in the MRT Management Reporting Tool. The form includes fields for Participant ID (PGR863), Group ID (1), Intervention (Guiding Good Choices), Strategy Name/Type (Guiding Good Choices-Prevention Education), and Instrument Name (Standard Youth PLI). At the bottom, there are 'Save', 'Cancel', and 'Delete' buttons. The 'Delete' button is highlighted with a yellow box and labeled 'Delete button'.

Sample screenshot displaying the Identify Participant Edit Form

Tips

- Once participant responses are associated with a survey instrument, the participant details cannot be modified or deleted.

Enter My PLI Data

The Enter My PLI Data module allows the user to record the survey instrument PLI data responses from the individual participants.

1. Click **Evaluation** from the Menu.
2. Click **Participant Level Instrument (PLI)** from the Evaluation Landing Page.
3. Click **Enter My PLI Data** from the Participant Level Instrument (PLI) Landing Page.
4. Select the Sub-recipient community name from the **Sub-recipient*** dropdown menu.
5. Select the intervention from the **Intervention*** dropdown menu.
6. Select the strategy name from the **Strategy Name/Type** dropdown menu.
7. Select the survey instrument from the **Instrument Name** dropdown menu.
8. A grid displaying the individual participants associated with the strategy and instrument will display. Click a survey link to the right of the appropriate Participant ID.
9. A new window will open displaying the PLI survey.

MRT
Management Reporting Tool

Home Assessment Capacity Planning Implementation Evaluation Administration

Home Evaluation Enter My PLI Data

Enter My PLI Data

Use this section to enter participant level instruments for the previously identified participants. First select a Sub-recipient, Intervention, Strategy Name/Type and Instrument from the drop down menu. To enter or edit a PLI response, click the appropriate instrument link.

Note: Pop-up blockers must be disabled in order to view surveys.

Participant ID	Group ID	Baseline	Exit	Follow-Up 1	Follow-Up 2
JVH661	1	Baseline(Complete)	ExitIncomplete	Follow-Up 1Incomplete	Follow-Up 2Incomplete
PGR863	1	BaselineIncomplete	ExitIncomplete	Follow-Up 1Incomplete	Follow-Up 2Incomplete

Survey link

Sample screenshot displaying the Enter My PLI Data Listing Page

Tips

- The system does not force the data entry person to enter the PLI data in order of Baseline to Exit to Follow-up. This is this way for 2 reasons: (1) There is a chance that the data entry might have the stack of Exit PLIs in front of them and so they can enter the Exit ones first and then later add the Baselines. And (2) A participant may have been present for the Exit but not for the Baseline administration; the Exit PLI for that participant can still be entered into the system. – The system is flexible since it is the data entry person completing the information rather than the participant.

10. Answer each question by filling in the appropriate radio button, check boxes, or text field.
11. Once you have answered all the questions, click the **Done** (Done) button.
 *Note: The final page is to be completed by the Project Director.
12. Click the **Close** (Close) button to close the window.
13. Click the **Update Survey Status** (Update Survey Status) button to display the status of the report (i.e., the report display will go from Incomplete status to Complete status).
14. From the Enter My PLI Data Listing Page, click the **Return to PLI Menu** (Return to PLI Menu) button.

*Note: The Progress Bar at the top of each page shows how much of the survey has been completed.

Sample screenshot displaying the PLI Youth Survey

Tips

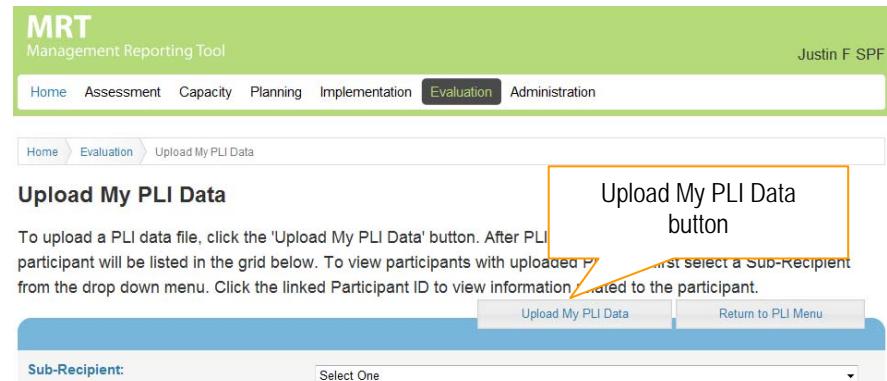
- You will need to turn off your pop-up blocker in order to open the survey.
- If you made a mistake and entered a survey incorrectly, click the **Delete Responses** (Delete Reponses) button. This button is available for completed survey instruments only.
- The Left Blank and Bad Data options within the survey exist only in the online version. They are responses only the data entry person has and are not options on the paper instrument that the participant completes.
 - If the participant did not provide a response to a particular question the data entry person can still provide a response – by selecting Left Blank. (*This is needed because the questions are required and a response must be selected even if the participant did not provide a response*).
 - If the participant, for example, selected two of the response options rather than just one the data entry person can select "Bad Data".

Upload My PLI Data

The Upload My PLI Data module allows the user to upload PLI responses using the upload tool. Only the Grantee Evaluator has access to the Upload My PLI Data module.

1. Click **Evaluation** from the Menu.
2. Click **Participant Level Instrument (PLI)** from the Evaluation Landing Page.
3. Click **Upload My PLI Data** from the Participant Level Instrument (PLI) Landing Page.
4. Click the  (Upload My PLI Data) button.

5. Select the Sub-recipient community name from the **Sub-Recipient*** dropdown menu.
6. Select the intervention name from the **Intervention Name*** dropdown menu.
7. Select the strategy name from the **Strategy Name/Type*** dropdown menu.
8. Select the survey instrument from the **Instrument Name*** dropdown menu.
9. Select the instrument type from the **Time Point*** dropdown menu.
10. Links to the survey instrument templates and codebooks are available. Use the templates and codebooks to create your upload file.



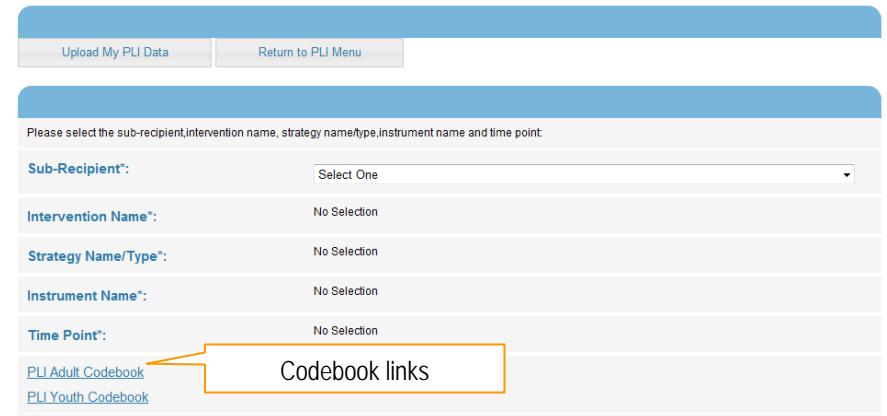
The screenshot shows the 'Upload My PLI Data' listing page. At the top, there's a navigation bar with 'Home', 'Assessment', 'Capacity', 'Planning', 'Implementation', 'Evaluation' (which is highlighted), and 'Administration'. Below that is a breadcrumb trail: 'Home > Evaluation > Upload My PLI Data'. The main title is 'Upload My PLI Data'. A note below it says: 'To upload a PLI data file, click the 'Upload My PLI Data' button. After PLI participant will be listed in the grid below. To view participants with uploaded PLI data, first select a Sub-Recipient from the drop down menu. Click the linked Participant ID to view information related to the participant.' There are two buttons at the bottom: 'Upload My PLI Data' and 'Return to PLI Menu'. A dropdown menu labeled 'Sub-Recipient' is shown with 'Select One' selected.

Screenshot displaying the Upload My PLI Data Listing Page

Upload My PLI Data

Complete the online form below by first selecting Sub-Recipient, Intervention, Strategy Name/Type, Instrument Name, and Time Point. Next, select the file you want to upload. When you have completed the online form, click the 'Submit' button at the bottom of the page to submit your file.

Note: You may only upload the following file types: Excel, CSV(comma delimited) or XML



The screenshot shows the 'Upload My PLI Data' edit form. It has sections for 'Sub-Recipient*', 'Intervention Name*', 'Strategy Name/Type*', 'Instrument Name*', and 'Time Point*'. Each section has a dropdown menu with 'No Selection' and a link below it: 'PLI Adult Codebook' and 'PLI Youth Codebook'. A box labeled 'Codebook links' highlights the area where these links are located.

Sample screenshot displaying the Upload My PLI Data Edit Form

11. Using the radio buttons, select the upload file type.
12. To upload a file, perform the following steps:
 - a. Click the **Browse...** (Browse) button.
 - b. Select the document you wish to upload from the **Choose File** window and click the **Open** (Open) button.
 - c. The file path will appear in the **Choose the file you would like to upload.*** text box.
 - i. If [Excel 97-2003.xls](#) or [Excel 07-2010](#) is selected as the file format, a new field will appear: **Excel Sheet Name**. Enter the sheet name in the text box.
***Note:** The excel sheet refers to the tabs located at the bottom of an excel spreadsheet. This field is defaulted to say [Sheet1](#).
13. Click the **Submit** (Submit) button.
***Note:** Click the **Cancel** (Cancel) button to cancel this entry.

Choose the file you would like to upload.*

CSV
 Excel 97-2003(.xls)
 XML
 Excel 07-2010(.xlsx)

Excel Sheet Name:

Comments:

1000 characters maximum.

Comments:

Browse button

Submit button

Submit Cancel

Sample screenshot displaying the Upload My PLI Data Edit Form with Excel 97-2003(.xls) selected – this is a partial screenshot

MRT
Management Reporting Tool

Justin F SPF

Home Assessment Capacity Planning Implementation **Evaluation** Administration

Home Evaluation Upload My PLI Data

Upload My PLI Data

To upload a PLI data file, click the 'Upload My PLI Data' button. After PLI data is uploaded, the participant will be listed in the grid below. To view participants with uploaded PLI data, first select a Sub-Recipient from the drop down menu. Click the linked Participant ID to view information related to the participant.

Return to PLI Menu button

Upload My PLI Data Return to PLI Menu

Sub-Recipient: Substance Abuse Coalition

ParticipantID	Group ID	Intervention	Strategy Name/Type	Instrument Name	Baseline	Exit	Follow-Up 1	Follow-Up 2
ACH579	1	Communities Mobilizing for Change Training-on Alcohol	Responsible Beverage Server Environmental Strategies	Adult PLI	YES	NO	NO	NO
ACH579	1	Guiding Good Choices	Guiding Good Choices-Prevention Education	Adult PLI	YES	NO	NO	NO
JMS880	1	Communities Mobilizing for Change Training-on Alcohol	Responsible Beverage Server Environmental Strategies	Adult PLI	YES	NO	NO	NO
JMS880	1	Guiding Good Choices	Guiding Good Choices-Prevention Education	Adult PLI	YES	NO	NO	NO
KOP489	1	Communities Mobilizing for Change Training-on Alcohol	Responsible Beverage Server Environmental Strategies	Adult PLI	YES	NO	NO	NO
KOP489	1	Guiding Good Choices	Guiding Good Choices-Prevention Education	Adult PLI	YES	NO	NO	NO

Sample screenshot displaying the Upload My PLI Data Edit Form

Tips

- You will not be able to modify an uploaded file.
- If something in the upload file does not match a variable or value in the Codebook then the user receives an "Oops!" message and also an Error Report. The Error Report opens in a new window which the Grantee Evaluator can print/save and then use to correct the file and make it match the Codebook. Once all corrections are made the Grantee Evaluator can then upload the file.

Create PLI User Accounts

Each Sub-recipient has access to the PLI. The Create PLI User Accounts module allows the Sub-recipient community to add additional user accounts if additional members are needed to enter PLI data for the Sub-recipient community. Each Sub-recipient community can have up to two (2) active PLI user accounts at one (1) time.

The screenshot shows the MRT Management Reporting Tool interface. At the top, it displays "MRT Management Reporting Tool" and the user "Tara M SPF". Below the header, there is a navigation menu with "Home", "Evaluation" (which is highlighted in dark blue), and "Administration". A breadcrumb trail at the top of the main content area shows "Home > Evaluation > Create PLI User Accounts". The main content area is titled "Create PLI User Accounts". It contains a note: "Each sub-recipient has access to the PLI. If additional user accounts are needed for entering PLI data for the sub-recipient community, click the Create PLI User button below. Each sub-recipient can have up to two active PLI user accounts at one time. To view a saved record or set the status of a user to 'inactive', click on the user name you previously identified. Note: By clicking the Save button, you are granting the PLI user contact an account to access to the PLI. Be sure to only save the record. Note: By clicking on 'Save' you are granting the PLI user contact an account to access to the PLI. Be sure to only save the record." Below the note is a button labeled "Create PLI User Account". A callout box with an orange border points to this button, containing the text "Create PLI User Account button". Another callout box with an orange border points to the note above the button, containing the text "Note: By clicking on 'Save' you are granting the PLI user contact an account to access to the PLI. Be sure to only save the record".

Screenshot displaying the Create PLI User Accounts Listing Page

Adding a PLI User Account

1. Click **Evaluation** from the Menu.
2. Click **Create PLI User Accounts** from the Evaluation Landing Page.
3. Click the **Create PLI User Account** (Create PLI User Account) button.

4. Enter the user's first name in the **First Name*** text box.
 5. Enter the user's last name in the **Last Name*** text box.
 6. Enter the user's telephone number in the **Telephone Number*** text box.
 7. Enter the user's email address in the **Email address*** text box.
 8. Select the status of the user using the **Status*** radio buttons.
 - a. **Active**: currently entering PLI data
 - b. **Inactive**: no longer entering PLI data
 9. Click the **Save** (Save) button.
- *Note: Click the **Cancel** (Cancel) button to cancel this entry.

The screenshot shows the MRT Management Reporting Tool interface. At the top, there is a green header bar with the text "MRT Management Reporting Tool" and a user name "Tara M SPF". Below the header, there are navigation links for "Home", "Evaluation" (which is selected), and "Administration". The main content area has a title "Create PLI User Accounts". A note below the title states: "Enter PLI user information. Upon saving, a PLI user account will be created for the contact information provided. An email will be sent using the email address provided below with the login info for accessing the PLI. PLI users will be unable to access the PLI until this record is saved. If the user is no longer active with your subrecipient community, set the status of the user to 'inactive'." There is also a note at the bottom: "Note: By clicking on 'Save' you are granting the PLI user contact an account to access to the PLI. Be sure to only 'Save' this record when you are ready to have the PLI user enter data into the system." The "PLI User Information" form contains fields for "First Name*", "Last Name*", "Telephone Number*", "Email address*", and "Status*". The "Status*" field is a dropdown menu set to "Select One". At the bottom of the form are two buttons: "Save" and "Cancel". An orange box highlights the "Save" button.

Screenshot displaying the Create PLI User Accounts Edit Form

Tips

- Once the Create PLI User Accounts form is saved, an email with login information will be sent to the user.

Editing a PLI User Account

1. Click **Evaluation** from the Menu.
2. Click **Create PLI User Accounts** from the Evaluation Landing Page.
3. From the Listing Page, select the user account you wish to edit by clicking the appropriate User Name.
4. Make any changes needed to the form.
5. Click the **Save** (Save) button.

*Note: Click the **Cancel** (Cancel) button to cancel this entry.

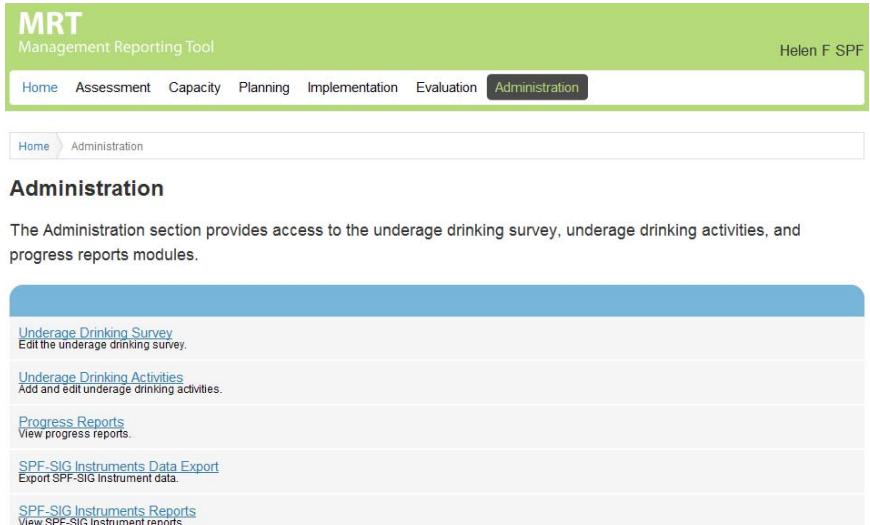
The screenshot shows the MRT Management Reporting Tool interface. At the top, there's a green header bar with the text "MRT Management Reporting Tool" and "Tara M SPF". Below the header, a navigation menu has "Evaluation" selected. The main content area is titled "Create PLI User Accounts". A note below the title explains that each sub-recipient can have up to two active PLI user accounts at one time. It also notes that clicking the Save button grants the PLI user contact access to the system. A "Create PLI User Account" button is visible. The main table has columns for "User Name", "Phone Number", "Email", and "Status". An orange box highlights the "User Name" column, which contains the value "JFunnie". Another orange box highlights the "User Name link" next to it. The "Phone Number" column shows "412-4124", "Email" shows "sferguson@kitsolutions.net", and "Status" shows "Active".

Sample screenshot displaying the Create PLI User Accounts Listing Page

Tips

- The **First Name** and **Last Name** fields may not be modified.
- If a user is no longer entering the PLI data, set the **Status** to Inactive.
- Once a user is set to Inactive Status, you will no longer be able to modify the account details.

ADMINISTRATION



The screenshot shows the 'MRT Management Reporting Tool' administration interface. At the top right, a user profile for 'Helen F SPF' is visible. A navigation bar below the header includes links for Home, Assessment, Capacity, Planning, Implementation, Evaluation, and Administration, with 'Administration' being the active tab. A breadcrumb trail at the top indicates the current location: Home > Administration. The main content area is titled 'Administration' and contains a brief description: 'The Administration section provides access to the underage drinking survey, underage drinking activities, and progress reports modules.' Below this, four buttons are displayed: 'Underage Drinking Survey' (Edit the underage drinking survey), 'Underage Drinking Activities' (Add and edit underage drinking activities), 'Progress Reports' (View progress reports), and 'SPF-SIG Instruments Data Export' (Export SPF-SIG Instrument data). Each button has a small descriptive subtitle underneath it.

Within the Administration module, a user is able to perform the following tasks:

1. SPF-SIG Instruments Data Export.
2. SPF-SIG Instruments Reports.

Screenshot of the Administration Landing Page

SPF-SIG Instruments Data Export

The SPF-SIG Instruments Data Export module allows the user to export their GLI and sub-recipient CLI data in raw format.

Using the Data Export

1. Select the instrument you would like to view from the **Instrument*** dropdown list.
 - a. If CLI Part I or CLI Part II is selected, new fields will appear.
 - i. Use the checkboxes to select the **CLI Part I Surveys*** you wish to view.
 - ii. Use the checkboxes to select the **Sub-recipient*** you wish to view.
2. Select the appropriate reporting period from the **Reporting Period*** dropdown menu.
3. Select the format you wish to export this data into from the **Format*** dropdown menu.
4. Click the **Export** (Export) button.
5. A link to the exported file will appear under **Created Files**. Click the link to open the file.

SPF-SIG Instruments Data Export

To export your SPF-SIG instrument data, choose from the selections below and click the Export button. Links will then be displayed to download the data in CSV format.

Additional documentation can be accessed on the [SPF-SIG Instrument Tools](#) page.

Note: Some data sets exceed the number of columns allowed in Excel 2003 and earlier versions. If Excel 2007 is not available, you will need to save the file and open/import it in another program.

The screenshot shows the 'SPF SIG Data Export' interface. It includes sections for 'Instrument*' (set to 'CLI Part I'), 'CLI Part I Surveys*' (checkboxes for Check All, Administrative (Subrecipient), Needs and Resource Assessment Survey, Capacity Building Survey, Strategic Plan Development Survey, Prevention Intervention Implementation Survey, Monitoring and Evaluation Survey, Contextual Factors Survey, and two empty boxes), 'Subrecipient*' (checkboxes for Check All, Substance Abuse Coalition, No Drugs Coalition, Hope & Recovery Coalition, and South End Healthy Coalition), 'Reporting Period*' (set to 'Beginning of Grant - 9/30/2009'), 'Format*' (set to 'CSV'), and an 'Export' button. Below the interface, under 'Created Files', there are two links: 'CLI Part I Roster 03242011_104510_hstephens.csv' and 'CLI Part II 183 03242011_104510_hstephens.csv'. An orange box highlights the 'Export' button, and another orange box highlights the 'Exported file link' next to the second file.

Sample screenshot displaying the SPF-SIG Instruments Data Export

Tips

- Some data sets exceed the number of columns allowed in Excel 2003 and earlier versions. If Excel 2007 is not available, you will need to save the file and open/import it in another program.
- Click the [SPF-SIG Instrument Tools](#) (SPF-SIG Instruments Tools) link to access additional documents that will be helpful when using the SPF-SIG Instruments Data Export.

SPF-SIG Instruments Reports

The SPF-SIG Instruments Reports module allows the user to view several SPF-SIG Instrument reports.

Viewing a Report

1. Select report you would like to view from the **Report*** dropdown list.
 - a. Depending on the report selected, new fields may appear.
2. Click the **View** (View) button.
3. A new window will open displaying the selected report.

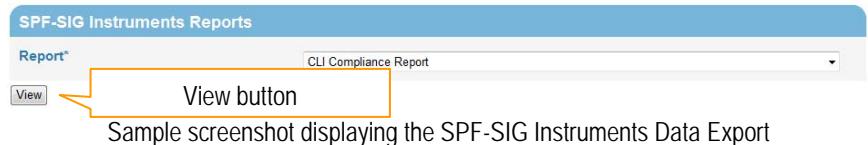
4. Click the (arrows) to maneuver to other pages in the report.
 - a. To move to a specific page within the report, type a page number into the text box and click the **Enter** button on your keyboard.
5. The dropdown menu can be used to change the level of magnification of the report.
6. To find a specific word or phrase, enter it into the **Find** text box and click the **(Find)** link.
 - a. Click the **Next** (Next) link to be taken to the next instance of the word or phrase.
7. To print or save the report you will have to download the report.
 - a. To download the report, select the type of file you want from the **Select a format** dropdown menu and click the **Export** (Export) link.
8. Click the [Return to Instrument Reports Page](#) (Return to Instrument Reports Page) link.



MRT
Management Reporting Tool
Heather S SPF
Home Assessment Capacity Planning Implementation Evaluation Administration
Home Administration SPF-SIG Instruments Reports

SPF-SIG Instruments Reports

Choose the report you wish to view and choose from the available filters.



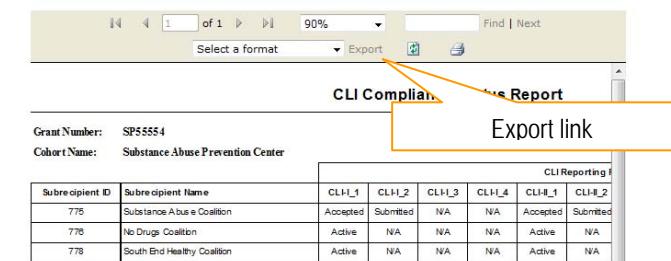
SPF-SIG Instruments Reports
Report* CLI Compliance Report
View
View button
Sample screenshot displaying the SPF-SIG Instruments Data Export



MRT
Management Reporting Tool
Heather S SPF
Home Assessment Capacity Planning Implementation Evaluation Administration
Home Administration SPF-SIG Instruments Reports

SPF-SIG Instruments Reports

[Return to Instrument Reports Page](#)



1 of 1 90% Find | Next
Select a format Export
Grant Number: SP55554
Cohort Name: Substance Abuse Prevention Center
Sub recipient ID Sub recipient Name CLI_H_1 CLI_H_2 CLI_H_3 CLI_H_4 CLI_H_1 CLI_H_2
775 Substance Abuse Coalition Accepted Submitted N/A N/A Accepted Submitted
776 No Drugs Coalition Active N/A N/A N/A Active N/A
778 South End Healthy Coalition Active N/A N/A N/A Active N/A

Sample screenshot displaying a Progress Report view screen – this is a partial screenshot